

Jordan Alexander Smith

January 16, 2026

Acme Corporation

RE: Internship Compliance Analyst

Dear Hiring Manager,

I am excited to apply for the Internship Compliance Analyst position at Acme Corporation, which I discovered on your careers page. As a current student pursuing a degree in Finance and with a keen interest in regulatory compliance, I am eager to contribute my analytical skills and academic knowledge to your esteemed company while further developing my career in this dynamic field.

During my academic career, I have undertaken several projects that have honed my analytical and problem-solving abilities. For instance, I led a team project that analyzed the compliance framework of a local non-profit organization, identifying gaps and proposing actionable recommendations that enhanced their regulatory adherence by 30%. Furthermore, as a member of the Finance Club at my university, I organized workshops on financial regulations and compliance trends, successfully increasing member engagement by 40% while equipping my peers with valuable insights applicable to our future careers.

I am particularly impressed by Acme Corporation's commitment to ethical practices and its proactive approach to compliance. I am eager to bring my background in research and data analysis to your team, where I can assist in monitoring compliance initiatives and contribute to upholding the highest standards of regulatory obligations. I am looking forward to the possibility of discussing my application further and exploring how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Alexander Smith