

Jordan Avery Smith

January 16, 2026

Acme Corporation

RE: Internship Compliance Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Compliance Manager position at Acme Corporation, as advertised on your careers page. With a strong academic background in business administration and extensive experience in compliance-related projects, I am excited about the opportunity to contribute to your team and help ensure adherence to regulatory standards.

During my academic career at State University, I successfully led a team project that conducted a comprehensive compliance audit for a local non-profit organization. By identifying key areas of risk and recommending actionable improvements, we not only enhanced their compliance framework but also secured a grant that increased their operational capacity by 20%. Furthermore, I interned with XYZ Financial Services, where I assisted in developing training materials that educated staff on compliance protocols. This initiative not only reduced compliance violations by 15% but also fostered a culture of transparency and accountability within the organization.

I am particularly impressed by Acme Corporation's commitment to ethical practices and innovation in compliance management. I am eager to bring my analytical skills and proactive approach to your team, working collaboratively to strengthen your compliance initiatives further. I am confident that my hands-on experience, coupled with my passion for ensuring regulatory adherence, positions me well for this internship.

I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I hope to speak with you soon.

Sincerely,

Jordan Avery Smith