

Jordan Avery Smith

January 16, 2026

Acme Corporation

RE: Internship Compliance Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Compliance Officer position at Acme Corporation as advertised on your careers page. With a strong academic background in finance and law, coupled with my keen interest in corporate compliance, I am excited about the opportunity to contribute to your team and help uphold the standards of integrity and accountability that Acme is known for.

During my time at University, I took on a leadership role in the Compliance Club, where I organized workshops on regulatory frameworks and ethical practices for over 100 students. This experience not only enhanced my understanding of compliance issues but also honed my ability to explain complex regulations in an accessible manner. Additionally, I interned at XYZ Financial Services, where I assisted in conducting compliance audits and evaluating the effectiveness of internal controls. One of my key contributions was developing a checklist that streamlined the audit process, reducing the time required by 20% while ensuring thoroughness in compliance assessments.

I am particularly drawn to Acme Corporation's commitment to fostering a culture of compliance and ethical business practices. I am eager to bring my analytical skills and proactive approach to your team. I am confident that my background and dedication make me a strong candidate for this position. I would love the opportunity to discuss my application further and explore how I can contribute to Acme's ongoing compliance initiatives. Thank you for considering my application.

Sincerely,

Jordan Avery Smith