

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Concierge

Dear Hiring Manager,

I am excited to apply for the Internship Concierge position at Acme Corporation, which I discovered through your careers page. With a passion for providing exceptional service and a strong commitment to enhancing the intern experience, I believe I would be a valuable asset to your team. The opportunity to cultivate a welcoming and efficient environment for interns resonates with my professional values and aspirations.

During my time as a coordinator for my university's career services office, I successfully organized and facilitated several internship fairs, attracting over 500 students and 30 employers. This experience honed my ability to manage logistics, communicate effectively, and engage diverse stakeholders — skills I consider essential for the Internship Concierge role. Additionally, I implemented a feedback system that collected insights from both interns and employers, leading to a 25% increase in participant satisfaction ratings in subsequent events. This initiative demonstrates my dedication to continuous improvement and my ability to contribute to a positive intern experience.

Furthermore, my role as a volunteer at a local non-profit organization allowed me to develop strong interpersonal skills. I collaborated with a team to design and execute programming that supported young adults entering the workforce. My ability to connect with individuals from various backgrounds and provide tailored support has equipped me with the agility required to meet the unique needs of interns at Acme Corporation.

I am eager to discuss how my experiences and skills align with the goals of Acme Corporation and contribute to your intern program. Thank you for considering my application; I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Taylor