

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Contract Manager

Dear Hiring Manager,

I am excited to apply for the Internship Contract Manager position at Acme Corporation, as advertised on your careers page. With a strong background in contract analysis and management, combined with my passion for ensuring compliance and effective negotiation, I believe I am well-suited to contribute to your team and support the company's mission of delivering excellence in all operations.

During my previous internship at Global Tech Solutions, I successfully assisted in the review and negotiation of over 50 vendor contracts, identifying key areas for cost reduction and compliance improvement. My attention to detail and analytical skills resulted in an average savings of 15% per contract, showcasing my ability to not only meet but exceed performance expectations in contract management. Additionally, I led a project where I developed a streamlined tracking system for contract renewals that reduced administrative overhead by 30%, ensuring that our team could focus more on strategic initiatives.

I am particularly drawn to this internship at Acme Corporation because of your commitment to innovation and quality in contract processes. I am eager to bring my background in contract negotiation and project management to your team, helping to foster strong relationships with stakeholders and ensure that all contractual obligations are met in a timely manner. I am confident that my proactive approach and dedication to systematic improvement will be valuable assets to Acme Corporation.

I would love the opportunity to discuss further how my skills and experiences align with the goals of your organization. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed team.

Sincerely,

Jordan Smith