

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship position at Acme Corporation, as advertised on your careers page. With a strong academic background in Business Administration and a passion for innovative solutions, I am excited about the opportunity to contribute to your team while gaining hands-on experience in a leading organization.

During my time at university, I successfully led a project that involved creating a marketing strategy for a local startup, which resulted in a 30% increase in their online engagement within three months. This experience honed my analytical skills and taught me the importance of data-driven decision-making. Additionally, I completed an internship last summer with XYZ Company, where I collaborated with cross-functional teams on a product launch. My contributions helped streamline the process, reducing the time to market by two weeks. These experiences have equipped me with a solid foundation in project management and teamwork, both of which I understand are crucial for success at Acme Corporation.

I am eager to bring my skills in research, analysis, and communication to your team, and I am particularly drawn to Acme Corporation's commitment to innovation and excellence. I would love the opportunity to discuss how my background and enthusiasm align with the goals of your organization. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Taylor