

# Jordan Avery Smith

January 16, 2026

Acme Corporation

RE: Internship Customer Support Specialist

Dear Hiring Manager,

I am excited to apply for the Internship Customer Support Specialist position at Acme Corporation, which I discovered on your careers page. With a strong passion for customer service and a commitment to fostering positive client relationships, I am eager to contribute to your team and support your mission of delivering exceptional service to your customers.

During my time as a volunteer at the local community center, I successfully organized and implemented a feedback system that allowed us to address client concerns more effectively. This initiative resulted in a 30% increase in positive feedback within just three months. Additionally, while working part-time at a retail store, I consistently exceeded sales targets by engaging customers and offering tailored solutions to their needs. My ability to listen and respond to customer inquiries has enhanced customer satisfaction, which I believe aligns closely with the responsibilities of the Internship Customer Support Specialist role.

I am particularly drawn to Acme Corporation's commitment to innovation and customer-centric solutions. I am eager to bring my proactive approach and dedication to helping customers navigate challenges to your team. I would love the opportunity to discuss how my background and skills can support Acme Corporation's goals and enhance the customer experience further. Thank you for considering my application.

Sincerely,

Jordan Avery Smith