

Sophia Martinez

January 16, 2026

Acme Corporation

RE: Internship Diplomat

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Diplomat position at Acme Corporation, which I discovered on your careers page. The opportunity to engage in international relations and contribute to your esteemed organization aligns perfectly with my academic background and passion for diplomacy. I am eager to leverage my skills in cross-cultural communication and negotiation to support Acme Corporation's mission on a global scale.

During my studies at the University of Global Affairs, I successfully led a student delegation to the Model United Nations conference, where we represented a small nation's interests effectively. My team was awarded 'Best Delegation' for our comprehensive resolutions on climate change and sustainable development. In addition, I interned with the International Relations Office at my university, where I coordinated events that brought together diplomats and students from diverse backgrounds. This experience honed my organizational skills and strengthened my ability to communicate complex ideas clearly and persuasively.

I am particularly drawn to Acme Corporation's commitment to fostering international collaboration and dialogue. I believe my proactive approach and dedication to understanding global issues will allow me to contribute meaningfully to your team. I am excited about the possibility of discussing this internship further and exploring how I can support your initiatives. Thank you for considering my application.

Sincerely,

Sophia Martinez