

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Director

Dear Hiring Manager,

I am excited to apply for the Internship Director position at Acme Corporation as advertised on LinkedIn. With a robust background in internship program development and a passion for fostering student talent, I am eager to contribute to your team and help elevate your internship offerings to new heights.

In my previous role as Internship Program Coordinator at Tech Innovations, I successfully redesigned the internship program, resulting in a 40% increase in student applications and a 25% increase in partnership engagement with local universities. By implementing new outreach strategies and enhancing the mentorship components of the program, I was able to attract top-tier talent that contributed significantly to project outcomes. Additionally, I initiated a feedback loop with interns and supervisors, which improved the program's overall satisfaction rating by 30% within a single semester.

Furthermore, during my tenure at Creative Solutions, I led a cross-departmental team in developing a comprehensive training module for interns that not only improved their onboarding experience but also equipped them with valuable skills directly applicable to their roles. This initiative reduced the ramp-up time for new interns by 50%, allowing them to contribute effectively from their first week. I believe that such experience aligns perfectly with the strategic objectives of Acme Corporation in cultivating a robust and effective internship program.

I am keen to discuss how my experience and vision for internship development can benefit Acme Corporation. Thank you for considering my application; I look forward to the opportunity to speak with you further about how I can contribute to your esteemed organization.

Sincerely,

Jordan Smith