

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Education Administrator

Dear Hiring Manager,

I am excited to apply for the Internship Education Administrator position at Acme Corporation, as advertised on your careers page. With a strong passion for fostering educational opportunities and a solid foundation in administrative support, I am eager to contribute to your team and help shape the internship experience for aspiring professionals.

During my time as a Student Coordinator at XYZ University, I successfully developed and implemented a mentorship program that paired over 50 undergraduate students with industry professionals. This initiative not only enhanced students' learning experiences but also increased internship placement rates by 30% within one academic year. Additionally, I spearheaded an outreach campaign that connected local businesses with our internship program, resulting in partnerships with five new organizations that expanded our internship offerings. My ability to communicate effectively with diverse stakeholders has been key to these successes, allowing me to advocate for students while aligning with organizational goals.

I am particularly drawn to Acme Corporation's commitment to educational excellence and innovation. I am enthusiastic about the opportunity to contribute my skills in program coordination and data management, ensuring that each internship program is not only well-organized but also impactful for students and hosts alike. I am confident that my proactive approach and attention to detail will be valuable assets in supporting your team.

I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I am eager to explore how I can contribute to your organization.

Sincerely,

Jordan Smith