

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Erp Consultant

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship ERP Consultant position at Acme Corporation, as advertised on your careers page. With a strong academic background in Business Administration and hands-on experience in systems analysis, I am excited about the opportunity to contribute to your team while further developing my skills in ERP solutions.

During my academic career, I had the opportunity to lead a project focused on optimizing supply chain management for a local business. I successfully implemented a simplified reporting system that reduced data processing time by 30%, enabling the management team to make quicker decisions based on real-time data. Additionally, I completed an internship at Tech Solutions, where I assisted in a major ERP implementation project. My responsibilities included conducting user acceptance testing and gathering requirements from stakeholders, which improved the overall functionality of the system and resulted in a 20% increase in user satisfaction.

I am particularly drawn to this internship at Acme Corporation because of your commitment to innovation and excellence in ERP consulting. I am eager to bring my analytical skills and proactive approach to your team. I am confident that my background and passion for ERP systems will allow me to make a meaningful contribution to your ongoing projects.

I look forward to the possibility of discussing how I can contribute to the success of Acme Corporation as an Internship ERP Consultant. Thank you for considering my application.

Sincerely,

Jordan Smith