

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Front Desk Agent

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Front Desk Agent position at Acme Corporation, which I discovered on your careers page. With a passion for hospitality and a strong desire to contribute to a team known for its exceptional customer service, I am eager to bring my skills and dedication to your esteemed establishment.

During my time volunteering at the local community center, I honed my communication and organizational skills by managing the front desk operations during special events. I successfully handled inquiries from over 200 visitors in a single day, ensuring that each individual received the information and assistance they needed, which ultimately led to a 30% increase in positive feedback from attendees. Additionally, my role as a student ambassador at my university provided me with invaluable experience in handling diverse clientele and resolving conflicts efficiently, further preparing me for the fast-paced environment at Acme Corporation.

I am particularly drawn to Acme Corporation's commitment to creating a welcoming atmosphere for all guests. I believe my proactive approach to problem-solving and my ability to remain calm under pressure will make me a valuable asset to your front desk team. I am eager to learn from your experienced staff and develop my skills further in a real-world setting.

I look forward to the opportunity to discuss my application further and explore how I can contribute to the success of Acme Corporation as an Internship Front Desk Agent. Thank you for considering my application.

Sincerely,

Jordan Taylor