

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship General Manager

Dear Hiring Manager,

I am excited to apply for the Internship General Manager position at Acme Corporation, which I discovered through your careers page. The opportunity to contribute to a dynamic organization like Acme, known for its commitment to innovation and excellence, aligns perfectly with my career aspirations and my passion for leadership in a fast-paced environment.

During my recent internship at XYZ Industries, I successfully led a team project that resulted in a 20% increase in operational efficiency within our department. By analyzing workflow processes and implementing new strategies, I was able to identify bottlenecks and streamline operations, which not only saved time but also significantly reduced costs. Additionally, I initiated a mentorship program for incoming interns, fostering a culture of collaboration and professional development that received positive feedback from both peers and supervisors alike. These experiences have equipped me with the skills necessary to effectively manage and guide a team in achieving organizational goals.

I am particularly impressed by Acme Corporation's commitment to developing talent and driving innovation in the industry. I am eager to bring my experience in project management and team leadership to the Internship General Manager role, where I believe I can make a meaningful impact. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan Taylor