

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Internship Health Information Technician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Health Information Technician position at Acme Corporation, which I discovered on your careers page. With a strong academic background in health information management and a passion for improving healthcare processes, I am eager to contribute my skills and learn from your esteemed team.

During my studies at State University, I successfully led a project that involved digitizing patient records for a local clinic, which resulted in a 30% reduction in retrieval time for medical staff. This experience not only honed my technical skills in data entry and management but also deepened my understanding of the importance of accurate health information. Additionally, I completed an internship at XYZ Healthcare, where I assisted in conducting audits of patient data for compliance with HIPAA regulations. This role taught me the significance of detail-oriented data management and reinforced my commitment to maintaining confidentiality and integrity in health information.

I am excited about the possibility of joining Acme Corporation and contributing to your mission of enhancing healthcare delivery through effective health information management. I would welcome the opportunity to discuss how my background, skills, and enthusiasm can be in line with the goals of your team. Thank you for considering my application, and I look forward to the chance to speak with you further.

Sincerely,

Jordan A. Thompson