

# Emily Carter

January 16, 2026

Acme Corporation

RE: Internship Hospital Administrator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Hospital Administrator position at Acme Corporation, as advertised on your careers page. With my strong academic background in healthcare administration and my passion for improving patient care through efficient hospital operations, I am excited about the opportunity to contribute to your team and gain invaluable experience in a leading healthcare environment.

During my studies at the University of Health Sciences, I had the opportunity to intern at Springfield Medical Center, where I worked closely with the administrative team to streamline patient intake processes. By implementing a new scheduling system, we reduced patient wait times by 20%, which significantly improved patient satisfaction scores. Additionally, I collaborated on a project to enhance the electronic health record (EHR) system, which resulted in a 30% increase in data accuracy and efficiency for our physicians. These experiences have equipped me with a solid understanding of the operational challenges within a hospital setting and the skills necessary to drive impactful changes.

I am particularly drawn to Acme Corporation's commitment to innovation and excellence in patient care. I am eager to bring my analytical skills and proactive approach to your team, contributing to ongoing projects and initiatives that support effective hospital administration. I believe that my background in healthcare and my hands-on experience will allow me to make a meaningful impact during my internship.

I am looking forward to the possibility of discussing how my skills and experiences align with the needs of your team at Acme Corporation. Thank you for considering my application. I hope to speak with you soon about the opportunity to contribute to your esteemed organization.

Sincerely,

Emily Carter