

Sophia Martinez

January 16, 2026

Acme Corporation

RE: Internship Import Export Specialist

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Internship Import Export Specialist position at Acme Corporation, as advertised on your careers page. With a strong academic background in International Business and a keen interest in global trade, I am excited about the opportunity to contribute to your esteemed company while gaining valuable hands-on experience in the import-export domain.

During my studies at the University of California, I completed a project analyzing the impact of tariffs on import/export strategies for small businesses. This involved extensive research and data analysis, allowing me to develop a report that highlighted actionable recommendations for optimizing supply chains. Additionally, I interned with Global Trade Solutions, where I assisted in coordinating logistics for international shipments. I successfully streamlined communication between suppliers and freight forwarders, reducing processing times by 15%, which enhanced overall efficiency and client satisfaction.

I am particularly drawn to Acme Corporation due to its commitment to innovation in the import-export sector and its impressive global network. I am eager to bring my analytical skills and passion for international trade to your team, helping to navigate the complexities of global markets. I am confident that my proactive approach and dedication to continuous learning will make a valuable contribution to your operations.

I look forward to the possibility of discussing how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application for the Internship Import Export Specialist position.

Sincerely,

Sophia Martinez