

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship IT Director

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship IT Director position at Acme Corporation, as advertised on your careers page. With a strong passion for technology and a commitment to driving innovative IT solutions, I am excited about the opportunity to contribute to your team and support Acme's mission in this dynamic role.

During my recent internship at Tech Solutions Inc., I successfully led a project to streamline the software deployment process, reducing deployment time by 30% through the implementation of automated testing and continuous integration practices. This experience not only honed my leadership skills but also provided me with hands-on experience in managing cross-functional teams to achieve shared objectives. Furthermore, I developed a data analytics dashboard that improved the decision-making process for project prioritization; this initiative resulted in a 15% increase in project delivery efficiency over three months.

I am particularly drawn to the Internship IT Director position at Acme Corporation because of your commitment to leveraging technology for business growth. I am eager to bring my proactive approach and my technical expertise to your esteemed organization. I believe that my background in IT project management and my collaborative mindset will be valuable assets in supporting your team's goals. I would welcome the opportunity to discuss how my experiences and skills align with the needs of your organization.

Thank you for considering my application. I am looking forward to the possibility of discussing my candidacy further and learning more about the exciting projects at Acme Corporation.

Sincerely,

Jordan Smith