

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship IT Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship IT Manager position at Acme Corporation, which I discovered through my university's career services portal. With a firm belief that effective IT management is integral to organizational success, I am eager to contribute my skills and passion to your innovative team.

During my recent internship at Tech Solutions, I successfully led a project that streamlined the software deployment process, reducing deployment time by 30%. This not only improved team productivity but also enhanced user satisfaction by ensuring smoother transitions with fewer disruptions. Additionally, I developed a troubleshooting guide that reduced average resolution time for technical issues by 40%, showcasing my ability to identify problems and implement effective solutions. My academic background in Information Technology, paired with hands-on experience, has equipped me with the skills necessary to thrive in a dynamic IT management role.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to leveraging technology for better business outcomes. I am eager to bring my proactive approach, analytical skills, and collaborative spirit to your team. I would appreciate the opportunity to discuss how my background and skills align with the objectives of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Smith