

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Key Account Manager

Dear Hiring Manager,

I am excited to apply for the Internship Key Account Manager position at Acme Corporation, which I discovered on your careers page. With a strong background in sales and customer relationship management, I am eager to contribute to your team and help drive success for your key accounts.

During my previous internship at XYZ Solutions, I successfully assisted in managing a portfolio of over 15 key clients, where I helped increase client satisfaction scores by 20% through proactive communication and tailored service solutions. This experience reinforced my ability to build and maintain strong relationships while also aligning client needs with company offerings. Additionally, I spearheaded a project that analyzed sales data to identify trends and opportunities, leading to a 15% increase in overall account revenue within three months. My analytical skills, combined with my focus on customer success, make me a strong candidate for this role.

I am particularly drawn to Acme Corporation's commitment to innovation and excellence in client service. I am eager to bring my skills in account management and strategic communication to your team, ensuring that your key accounts receive the highest level of service and support. I would love the opportunity to discuss how my experiences and aspirations align with the goals of Acme Corporation.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further and explore how I can contribute to the success of your key account management initiatives.

Sincerely,

Jordan Smith