

# Jordan Alexander Thompson

January 16, 2026

Acme Corporation

RE: Internship Military Officer

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Internship Military Officer position at Acme Corporation, which I discovered through your company's careers page. The opportunity to apply my leadership skills and military training within a dynamic organization like Acme is incredibly appealing, and I am eager to contribute to your team while gaining invaluable experience in the field.

During my time at the United States Military Academy, I successfully led a team of cadets in executing a complex training exercise that improved our unit's operational efficiency by 30%. This involved detailed planning, resource allocation, and the implementation of innovative strategies to enhance communication and coordination among team members. Furthermore, I was recognized as a top performer in my leadership course, where I developed key skills in strategic planning and crisis management that I believe are essential for the Internship Military Officer role.

Additionally, I completed an internship with the Department of Defense as a logistics coordinator, where I played a crucial role in streamlining supply chain operations to support military readiness. My efforts resulted in a 15% reduction in delivery times and increased overall logistical efficiency, demonstrating my ability to analyze complex situations and devise effective solutions under pressure. I am confident that these experiences have prepared me to excel in the fast-paced environment at Acme Corporation.

I am excited about the possibility of discussing how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my application. I look forward to the opportunity to speak with you further about how I can contribute to Acme Corporation as an Internship Military Officer.

Sincerely,

Jordan Alexander Thompson