

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Internship Office Manager

Dear Hiring Manager,

I am excited to apply for the Internship Office Manager position at Acme Corporation as advertised on your careers page. With a strong background in office administration and a passion for maintaining efficient workplace operations, I am eager to contribute to your team and support the dynamic environment that Acme is known for.

During my previous internship at XYZ Solutions, I successfully streamlined the office supply inventory system, which reduced costs by 20% over six months. By implementing a digital tracking system and negotiating with suppliers, I ensured that our office was always well-equipped without overspending. Additionally, I led a project to reorganize our filing system, transitioning from a paper-based approach to a digital one, which significantly improved accessibility and reduced retrieval time by 30%. These experiences have equipped me with the organizational and leadership skills necessary for the Internship Office Manager role.

I am particularly drawn to Acme Corporation's commitment to innovation and excellence. I am eager to bring my skills in project management and team collaboration to support your office's daily operations. I believe my proactive approach and ability to adapt to changing priorities will make me a valuable addition to your team.

I would love the opportunity to discuss how I can contribute to the ongoing success of Acme Corporation. Thank you for considering my application. I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Lee Thompson