

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Operations Analyst

Dear Hiring Manager,

I am excited to apply for the Internship Operations Analyst position at Acme Corporation, as advertised on your careers page. With a strong interest in operational efficiency and data analysis, I am drawn to your commitment to optimizing workflows and enhancing productivity. I believe my academic background and hands-on experience make me a suitable candidate for this role.

During my time at University XYZ, I successfully led a team project that analyzed the supply chain efficiency of a local company. By collecting and scrutinizing data, we identified bottlenecks that hindered productivity and proposed actionable solutions that resulted in a 15% increase in efficiency over three months. This experience honed my analytical skills and provided me with practical insights into operational processes, which I believe will be valuable in the Internship Operations Analyst role at Acme Corporation.

In addition, I completed an internship with ABC Solutions, where I assisted in streamlining operational workflows using advanced Excel functions and data visualization tools. My contributions to the team helped reduce reporting time by 20%, enabling more timely decision-making within the organization. I am eager to bring this proactive mindset and analytical approach to Acme Corporation, where I can contribute to ongoing projects and learn from your esteemed team.

I would love the opportunity to further discuss how my background, skills, and enthusiasm align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team as an Internship Operations Analyst.

Sincerely,

Jordan Smith