

# Jordan Thompson

January 16, 2026

Acme Corporation

RE: Internship Operations Manager

Dear Hiring Manager,

I am excited to apply for the Internship Operations Manager position at Acme Corporation as advertised on your careers page. With a strong background in operations management and a passion for optimizing processes, I am eager to contribute to your team and support Acme's mission of delivering innovative solutions to clients.

During my recent internship at Global Solutions Inc., I successfully led a project that streamlined the inventory management system, reducing excess stock by 30%. This not only improved operational efficiency but also resulted in significant cost savings for the company. Additionally, I implemented a new scheduling tool that increased the productivity of our team by 20%, enabling us to meet critical deadlines more effectively. These experiences have equipped me with the skills necessary to manage projects effectively, collaborate with diverse teams, and drive continuous improvement in operational processes.

I am particularly drawn to this role at Acme Corporation due to your commitment to fostering innovation and excellence in operations. I admire your focus on sustainability and efficiency, and I am eager to bring my analytical skills and creative problem-solving abilities to your team. I am confident that my background and enthusiasm for operational excellence would make me a strong asset to Acme.

I look forward to the possibility of discussing how my skills and experiences align with the needs of your team. Thank you for considering my application. I am excited about the opportunity to contribute to Acme Corporation and help drive operational success.

Sincerely,

Jordan Thompson