

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Organizational Development Specialist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Organizational Development Specialist position at Acme Corporation, which I discovered through your careers page. As a current Organizational Psychology student at the University of Chicago, I am eager to apply my academic knowledge and practical skills to contribute to your team's mission of enhancing organizational effectiveness and employee engagement.

During my time as a project coordinator for the university's Student Leadership Program, I successfully developed and implemented a training workshop that increased student participation by 40%. This initiative not only improved the program's visibility but also fostered a sense of community among participants, aligning closely with Acme Corporation's commitment to fostering a collaborative workplace culture. Additionally, I interned with XYZ Nonprofit, where I conducted a comprehensive needs assessment that identified key areas for development within the organization. By collaborating with various stakeholders, I helped design a tailored professional development plan that resulted in a 30% increase in staff satisfaction as measured by post-training surveys.

I am particularly drawn to Acme Corporation because of your innovative approach to organizational development and commitment to employee growth. I would be thrilled to bring my background in organizational psychology, alongside my passion for driving positive change, to your esteemed company. I welcome the opportunity to discuss how my experiences and ideas can contribute to the continued success of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Smith