

Jordan M. Thompson

January 16, 2026

Acme Corporation

RE: Internship Payroll Specialist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Payroll Specialist position at Acme Corporation, as advertised on your careers page. With a strong academic background in accounting and hands-on experience with payroll systems, I am eager to contribute my skills to your team and support Acme's commitment to excellence in employee services.

During my studies at State University, I completed an internship at XYZ Financial Services, where I assisted in processing payroll for over 200 employees. My attention to detail ensured that all entries were accurate, resulting in a 98% satisfaction rate from staff regarding their paychecks. Additionally, I spearheaded a project to streamline the data entry process, which reduced payroll processing time by 15%. This experience honed my ability to work with payroll software and understand the nuances of labor laws, which I know is crucial for the role at Acme Corporation.

I am particularly drawn to this internship because of Acme's reputation for innovation in employee management and benefits administration. I admire your initiatives to enhance employee engagement and am excited about the opportunity to learn from your experienced team while contributing to ongoing projects. I am confident that my proactive approach and commitment to accuracy will add value to your payroll department.

I look forward to the opportunity to discuss my application further and explore how my background and skills align with the needs of Acme Corporation. Thank you for considering my application, and I hope to speak with you soon.

Sincerely,

Jordan M. Thompson