

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Internship Portfolio Manager

Dear Hiring Manager,

I am excited to submit my application for the Internship Portfolio Manager position at Acme Corporation, as advertised on your careers page. With a strong foundation in finance and project management, I am eager to contribute to your team and help shape the successful management of your internship portfolio.

During my academic career at the University of Chicago, I led a team project that analyzed and optimized a simulated investment portfolio, resulting in a 15% increase in projected returns. This experience honed my analytical skills and provided me with practical insights into portfolio diversification and risk management. Additionally, I interned last summer with Global Investments Inc., where I supported the portfolio management team in evaluating investment opportunities. I assisted in preparing detailed reports analyzing performance metrics, which directly contributed to the decision-making process for acquiring new assets.

I am particularly drawn to this opportunity at Acme Corporation due to your commitment to nurturing young talent and innovative approaches to portfolio management. I am eager to bring my background in financial analysis and my passion for mentoring to this role, ensuring that both the interns and the portfolio thrive. I would welcome the chance to discuss how my skills and experiences align with the goals of Acme Corporation and how I can contribute to your esteemed internship program. Thank you for considering my application.

Sincerely,

Jordan Lee Thompson