

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Product Manager

Dear Hiring Manager,

I am excited to apply for the Internship Product Manager position at Acme Corporation, as advertised on your careers page. With a strong passion for product development and a keen interest in innovative technology solutions, I am eager to contribute to your team and help drive successful product initiatives.

During my time at University of California, Berkeley, I led a student project that developed a mobile app designed to streamline campus event organization. Through extensive user research and iterative design processes, we achieved a 30% increase in event participation within the first semester of launch. This experience taught me the importance of aligning product features with user needs and showed me firsthand how effective product management can lead to measurable outcomes.

Additionally, I completed an internship at Tech Innovations Ltd., where I assisted the product management team in conducting competitive analysis and creating detailed product roadmaps. My contribution to the team's bi-weekly stakeholder meetings helped clarify project timelines and expectations, resulting in a 15% reduction in project delays. This role honed my analytical skills and reinforced my commitment to creating user-focused solutions that align with business objectives.

I am particularly drawn to Acme Corporation because of your commitment to pushing the boundaries of technology and your focus on delivering exceptional customer experiences. I would love the opportunity to discuss how my background in product development and my proactive approach to problem-solving can contribute to your team. Thank you for considering my application; I look forward to the possibility of discussing my application further.

Sincerely,

Jordan Taylor