

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Production Manager

Dear Hiring Manager,

I am excited to apply for the Internship Production Manager position at Acme Corporation, which I discovered on your careers page. With a strong background in project management and production processes, I am eager to contribute my skills and passion for efficiency to your team. Acme's commitment to innovation and quality resonates deeply with my own professional values, and I am eager to be part of an organization that continually pushes the boundaries of excellence.

During my recent internship at XYZ Productions, I successfully led a team project that streamlined our production workflow, resulting in a 20% reduction in project turnaround time. By implementing a new scheduling system and optimizing resource allocation, I not only improved team efficiency but also enhanced communication between departments, ensuring that overarching goals were met seamlessly. Additionally, I collaborated with cross-functional teams to develop and launch a new training program for incoming interns, which has since received positive feedback for its effectiveness in preparing new team members for their roles.

I am particularly impressed by Acme Corporation's dedication to fostering talent and promoting a collaborative work environment. I look forward to the opportunity to bring my experience in project management and team leadership to your esteemed organization. I am excited about the possibility of discussing how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I hope to speak with you soon.

Sincerely,

Jordan Smith