

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Program Manager

Dear Hiring Manager,

I am excited to apply for the Internship Program Manager position at Acme Corporation, as advertised on LinkedIn. With a passion for fostering talent and a strong background in program management, I am eager to contribute to your team and help shape the next generation of leaders in your organization.

In my previous role as Internship Coordinator at XYZ Company, I successfully redesigned the internship program, resulting in a 30% increase in intern retention rates. By implementing a comprehensive onboarding process and regular feedback sessions, I created a more engaging and supportive environment for interns. Additionally, I introduced a mentorship initiative that paired interns with experienced employees, which not only enhanced interns' learning experiences but also fostered a culture of collaboration within the organization.

Furthermore, I launched a series of workshops that focused on professional development, including resume writing and interview preparation, which were attended by over 100 participants within the first year. This initiative not only elevated the interns' skill sets but also increased the visibility of the internship program, attracting a more diverse pool of candidates. My ability to forge strong relationships with both interns and staff has been key to my success in enhancing program outcomes and ensuring a positive intern experience.

I am truly impressed by Acme Corporation's commitment to cultivating talent and innovation, and I would love the opportunity to discuss how my skills and experiences align with your goals. I appreciate your consideration and look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan Taylor