

# Sophia Martinez

January 16, 2026

Acme Corporation

RE: Internship Project Manager

Dear Hiring Manager,

I am excited to apply for the Internship Project Manager position at Acme Corporation, as advertised on your careers page. With a strong academic background in project management and hands-on experience leading team initiatives, I am eager to contribute my skills to your dynamic team and support the innovative projects at Acme Corporation.

During my recent internship at XYZ Solutions, I successfully led a diverse team of interns in the development of a marketing campaign for a new product launch. By implementing Agile methodologies, we were able to reduce project completion time by 20% while maintaining high-quality deliverables. This experience not only honed my leadership skills but also taught me the importance of effective communication and collaboration in achieving project goals. Additionally, at my university, I managed a cross-functional team for a community service project that engaged over 100 students. Through meticulous planning and coordination with local organizations, we delivered a successful event that raised funds for local charities, demonstrating my ability to drive projects from conception to execution.

I am particularly drawn to Acme Corporation due to its commitment to innovation and excellence in project management. I am confident that my proactive approach and dedication to achieving results align well with your team's goals. I would be thrilled to further discuss how my background, skills, and enthusiasms can contribute to the ongoing success of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to speak with you.

Sincerely,

Sophia Martinez