

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Public Administrator

Dear Hiring Manager,

I am excited to apply for the Internship Public Administrator position at Acme Corporation, which I discovered on your careers page. With a strong passion for public service and a background in community engagement, I am eager to contribute to your team's efforts in enhancing public administration and community outreach initiatives.

During my studies at State University, I completed an internship with the City Council where I assisted in the coordination of community forums aimed at gathering public input on new local policies. This experience not only honed my organizational skills but also allowed me to successfully engage over 150 community members, ensuring diverse viewpoints were represented. Additionally, I spearheaded a volunteer project focused on increasing civic participation among young adults, resulting in a 30% increase in voter registration among participants. These experiences have equipped me with the skills necessary to analyze community needs and develop effective programs that foster public involvement.

I am particularly drawn to Acme Corporation's commitment to innovative public service solutions and community well-being. I believe my proactive approach and dedication to fostering meaningful community engagement align well with your organization's mission. I would love the opportunity to discuss how my background, skills, and enthusiasms can contribute to the impactful work at Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing this exciting internship with you further.

Sincerely,

Jordan Smith