

# Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Internship Registrar

Dear Hiring Manager,

I am excited to apply for the Internship Registrar position at Acme Corporation, which I discovered on your careers page. With a strong background in educational administration and a passion for facilitating internship programs, I am eager to contribute to your team and help streamline the process for prospective interns.

In my previous role as an Administrative Assistant at Green Valley University, I successfully managed the internship application process for over 200 students each semester. By implementing a new tracking system, I increased application processing efficiency by 30%, ensuring timely communication and placement outcomes for students. Additionally, I collaborated with local businesses to establish internship partnerships, resulting in a 15% increase in available positions, which enhanced the overall internship experience for our students.

Moreover, I understand the importance of maintaining compliance and documentation standards in the registrar's office. While interning at Blue Sky Academy, I took the initiative to develop a comprehensive database for internship records, which improved data accuracy and reduced retrieval time by 40%. My attention to detail and strong organizational skills have equipped me to handle the complexities of internship registrations effectively.

I am eager to bring my expertise to Acme Corporation and would appreciate the opportunity to discuss how my background aligns with your needs for the Internship Registrar role. Thank you for considering my application; I look forward to the possibility of contributing to your team's success.

Sincerely,

Jordan A. Smith