

Jordan Lee-Smith

January 16, 2026

Acme Corporation

RE: Internship Regulatory Affairs Specialist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Regulatory Affairs Specialist position at Acme Corporation, as advertised on your company's careers page. With a strong academic background in biomedical science and hands-on experience in regulatory compliance, I am eager to contribute to your team and support Acme's commitment to delivering innovative healthcare solutions.

During my recent internship at HealthTech Solutions, I assisted in preparing and submitting FDA regulatory documentation for a new medical device. This experience allowed me to develop a keen understanding of the regulatory submission process and the importance of meticulous attention to detail. I successfully coordinated cross-functional teams to ensure that all necessary data was collected and presented in accordance with regulatory guidelines, which resulted in a timely approval for the product launch.

Additionally, as a member of my university's Regulatory Affairs Club, I led a project that involved conducting a comprehensive analysis of international regulatory requirements for the launch of a pharmaceutical product in multiple markets. This not only honed my research and analytical skills but also deepened my understanding of the complexities involved in global regulatory compliance. My ability to synthesize complex information and communicate effectively with diverse stakeholders positions me well for this internship.

I am excited about the opportunity to apply my skills and learn from the experienced team at Acme Corporation. I would love the chance to discuss how my background, skills, and enthusiasm for regulatory affairs can contribute to your team. Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan Lee-Smith