

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Scrum Master

Dear Hiring Manager,

I am excited to apply for the Internship Scrum Master position at Acme Corporation, which I discovered through your careers page. As a passionate advocate for Agile methodologies, I am eager to contribute to your team and support the development of innovative solutions that drive business success.

During my recent project at the University of Tech, I led a team of five in developing a mobile application as part of our Agile course. I facilitated daily stand-ups and bi-weekly sprint planning sessions, which resulted in a 30% reduction in the time taken to complete our project milestones. This experience solidified my understanding of the Scrum framework and the importance of adaptive planning, which I believe will be invaluable in the role at Acme Corporation.

Furthermore, I completed an internship at Innovatech, where I collaborated with cross-functional teams to improve project delivery. By implementing retrospective meetings and encouraging open communication, we achieved a 20% increase in team productivity within just a few weeks. This role taught me how to foster an environment of trust and transparency, essential qualities for any successful Scrum Master.

I am enthusiastic about the opportunity to bring my unique skills to Acme Corporation and contribute to your projects. I would be grateful for the chance to further discuss how I can support your team's Agile initiatives. Thank you for considering my application.

Sincerely,

Jordan Smith