

# Jordan Lee Smith

January 16, 2026

Acme Corporation

RE: Internship Server

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Server position at Acme Corporation, as advertised on your careers page. With a strong background in customer service and a keen interest in the hospitality industry, I am excited about the opportunity to contribute to your team and gain valuable experience in a dynamic environment.

During my time at XYZ Coffee Shop, I honed my skills in customer interaction and service efficiency. I was recognized as 'Employee of the Month' twice for my ability to manage high-volume service periods while maintaining a positive atmosphere for both customers and staff. Additionally, I played a key role in implementing a new ordering system that improved service speed by 20%, demonstrating my ability to adapt and innovate in fast-paced settings.

Furthermore, I volunteered with Local Food Bank, where I collaborated with a team to organize community events that served over 500 meals to families in need. This experience not only strengthened my teamwork and communication skills but also deepened my commitment to service excellence, which I believe is at the core of a successful server role. I am eager to bring this dedication and my proactive approach to the Internship Server position at Acme Corporation.

I am excited about the possibility of discussing how my background, skills, and enthusiasm align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Lee Smith