

Emily Johnson

January 16, 2026

Acme Corporation

RE: Internship Sharepoint Developer

Dear Hiring Manager,

I am thrilled to apply for the Internship SharePoint Developer position at Acme Corporation, as advertised on your careers page. With a strong passion for web development and a keen interest in Microsoft technologies, I am eager to contribute my skills and learn from your talented team. Acme Corporation's commitment to innovation and excellence aligns perfectly with my career aspirations, and I am excited about the opportunity to support your SharePoint projects.

During my recent internship at Tech Solutions, I successfully collaborated with a team to develop a SharePoint site that streamlined project management for our client. By implementing customized lists and workflows, I helped reduce the time spent on administrative tasks by 30%. Additionally, I designed an intuitive user interface that improved user engagement and satisfaction. My hands-on experience with SharePoint Online and SharePoint Designer has equipped me with the necessary technical knowledge and practical skills to excel in this role.

Moreover, I completed a project at my university where I led a team of fellow students in creating a SharePoint application for our campus' student organization. This application included features such as document libraries and a calendar, allowing members to easily access important information and stay updated on events. The project not only honed my development skills but also enhanced my ability to work collaboratively and manage project timelines effectively.

I am excited about the possibility of bringing my background in SharePoint development to Acme Corporation and contributing to your projects. I would welcome the opportunity to discuss how my skill set aligns with your needs. Thank you for considering my application, and I look forward to the possibility of speaking with you soon.

Sincerely,

Emily Johnson