

Emily Johnson

January 16, 2026

Acme Corporation

RE: Internship Social Services Coordinator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Social Services Coordinator position at Acme Corporation, which I discovered on your careers page. The opportunity to contribute to your team and support your mission of enhancing community well-being greatly excites me, as I am passionate about social services and community outreach.

During my time at the University of State, I served as the president of the Social Services Club, where I led a team of 15 students in organizing community service projects that benefited local families in need. One of our most impactful initiatives was a back-to-school drive, where we successfully collected and distributed over 500 backpacks filled with school supplies to children in underserved neighborhoods. This experience not only honed my organizational skills but also deepened my commitment to addressing the needs of vulnerable populations.

Additionally, as a volunteer at the City Community Center, I collaborated with social workers to design and implement workshops focused on financial literacy and job readiness for unemployed adults. By utilizing feedback from participants, we improved engagement and increased attendance by 40% over three months. This role allowed me to develop strong communication and interpersonal skills while working directly with clients to empower them in their personal and professional journeys.

I am eager to bring my background in social services and my proactive approach to the Internship Social Services Coordinator role at Acme Corporation. I would welcome the opportunity to discuss how my experiences and skills align with your team's needs. Thank you for considering my application; I look forward to the possibility of contributing to your important work.

Sincerely,

Emily Johnson