

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Sustainability Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Sustainability Manager position at Acme Corporation, as advertised on your careers page. With a passion for sustainability and a commitment to driving innovative practices, I am excited about the opportunity to contribute to your team and help further Acme's mission of creating sustainable solutions for the future.

During my time as a student at the University of Greenfield, I led a project that successfully implemented a comprehensive waste reduction program across campus, resulting in a 30% decrease in landfill waste within one academic year. This initiative not only fostered collaboration among various departments but also heightened awareness among students about sustainability practices. Additionally, I completed an internship with Eco Innovations, where I assisted in developing a carbon footprint analysis tool that enabled small businesses to identify and mitigate their environmental impact. This project received positive feedback from both clients and my supervisors, further solidifying my skills in environmental analysis and data interpretation.

I am particularly drawn to Acme Corporation due to its commitment to innovation within the sustainability sector and its impressive track record of reducing carbon emissions. I am eager to bring my background in project management and analytical skills to your team and to collaborate on initiatives that drive sustainable practices forward. I would welcome the opportunity to discuss how my experiences align with the goals of Acme Corporation, and I look forward to the possibility of contributing to your esteemed organization.

Thank you for considering my application. I hope to discuss my candidacy further and explore how I can support Acme Corporation's sustainability objectives.

Sincerely,

Jordan Taylor