

Jordan McKinley

January 16, 2026

Acme Corporation

RE: Internship Teaching Assistant

Dear Hiring Manager,

I am excited to apply for the Internship Teaching Assistant position at Acme Corporation, which I discovered on your careers page. With a strong academic background in education and hands-on experience in tutoring, I am eager to contribute to your team and support the learning goals of your students.

During my time as a volunteer tutor at the local community center, I successfully developed and implemented engaging lesson plans tailored to diverse learning styles. This initiative led to a noticeable improvement in my students' test scores, with an average increase of 15% in math and reading assessments over a three-month period. Additionally, I organized after-school study sessions that not only reinforced the curriculum but also enhanced students' confidence, resulting in increased participation and enthusiasm for learning.

Moreover, my internship with the Education Outreach Program allowed me to collaborate with experienced educators and gain valuable insights into effective teaching strategies. I assisted in the creation of educational materials that catered to various age groups, ensuring accessibility and engagement for all students. This experience honed my organizational skills and deepened my commitment to fostering a positive learning environment.

I am eager to bring my passion for teaching and my commitment to student success to the Internship Teaching Assistant role at Acme Corporation. I look forward to the opportunity to discuss how my background and skills align with your needs. Thank you for considering my application.

Sincerely,

Jordan McKinley