

Jordan T. McKinney

January 16, 2026

Acme Corporation

RE: Internship Training Coordinator

Dear Hiring Manager,

I am excited to apply for the Internship Training Coordinator position at Acme Corporation, as advertised on your careers page. With a strong background in program development and a passion for fostering talent, I am eager to contribute to your team and help create impactful internship experiences for students and recent graduates.

During my previous role as a Training Assistant at XYZ University, I successfully coordinated a summer internship program that saw a 30% increase in participant engagement compared to the previous year. I implemented a structured feedback mechanism that allowed interns to express their thoughts and experiences, which led to a significant rise in satisfaction rates. Additionally, I collaborated with department heads to tailor training sessions that aligned with the interns' learning goals and the company's needs, ensuring a mutually beneficial experience.

In another project, I led the development of an onboarding training module specifically designed for interns, which was adopted across multiple departments and praised for its clarity and comprehensiveness. This initiative not only streamlined the onboarding process but also reduced the time to productivity for new hires by 25%. I believe these experiences have equipped me with the skills necessary to excel as an Internship Training Coordinator at Acme Corporation.

I am enthusiastic about the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and enhancing the internship program.

Sincerely,

Jordan T. McKinney