

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Travel Agent

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Travel Agent position at Acme Corporation, which I discovered on your careers page. With a strong passion for travel and a background in customer service, I believe I would be a valuable asset to your team while gaining invaluable experience in the travel industry.

During my time as a part-time customer service representative at a local travel agency, I successfully assisted clients in planning their dream vacations, which resulted in a 20% increase in customer satisfaction ratings over six months. I developed personalized itineraries and provided expert recommendations based on individual client preferences, showcasing my ability to listen actively and respond to diverse needs. Additionally, I organized a travel workshop that attracted over 50 attendees, where I shared insights on budget travel and off-the-beaten-path destinations, demonstrating my commitment to enhancing the travel experience for clients.

I am particularly drawn to Acme Corporation's innovative approach to travel planning and commitment to sustainability. I am eager to bring my skills in research and itinerary development to your team while learning from the experts in the field. I am confident that my proactive attitude and attention to detail will contribute positively to the projects at Acme Corporation. I would love the opportunity to discuss my application further and explore how I can support your team during this internship. Thank you for considering my application.

Sincerely,

Jordan Taylor