

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Internship Windows Administrator

Dear Hiring Manager,

I am excited to apply for the Internship Windows Administrator position at Acme Corporation, as advertised on your careers page. With a strong foundational knowledge of Windows operating systems and a passion for IT infrastructure, I am eager to contribute to your team and learn from your esteemed professionals in the field.

During my coursework at State University, I successfully completed a project involving the configuration and management of a Windows Server environment for our IT club. I implemented Active Directory to streamline user management, which resulted in a 30% reduction in onboarding time for new club members. Additionally, I interned at Tech Solutions where I assisted in troubleshooting network issues and maintaining system backups, ensuring optimal performance for clients. This hands-on experience has equipped me with the skills needed to support Windows-based systems effectively.

I am particularly drawn to this internship at Acme Corporation due to your commitment to innovation and excellence in IT services. I am eager to bring my technical skills and proactive approach to your team, and I am excited about the opportunity to learn from industry leaders while contributing to your ongoing projects. I would appreciate the chance to discuss how my background and skills align with the goals of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing this internship opportunity further and how I can contribute to Acme Corporation's success.

Sincerely,

Jordan A. Thompson