

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Career Change Inside Sales Representative

Dear Hiring Manager,

I am excited to apply for the Career Change Inside Sales Representative position at Acme Corporation, as advertised on LinkedIn. With a strong background in customer service and a passion for sales, I am eager to leverage my skills in a new and rewarding direction within your esteemed organization.

In my previous role as a Customer Relations Manager at XYZ Solutions, I successfully increased customer retention rates by 30% over two years by implementing a comprehensive feedback system and follow-up strategy. This experience honed my ability to understand customer needs and build lasting relationships, skills that are critical for an Inside Sales Representative. Additionally, I spearheaded a cross-departmental initiative that improved our response time to sales inquiries, leading to a 20% increase in conversion rates during my tenure. These achievements demonstrate my capability to drive sales and enhance client satisfaction, aligning perfectly with the goals at Acme Corporation.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to innovative sales techniques and customer-centric approaches. I am confident that my proactive attitude, combined with my proven track record of achieving results, will allow me to contribute effectively to your sales team. I would appreciate the opportunity to discuss how my experience and vision align with the objectives at Acme Corporation and how I can help drive your sales efforts forward.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Smith