

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Career Change Outside Sales Representative

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Outside Sales Representative position at Acme Corporation, as advertised on LinkedIn. With a strong background in customer relations and a passion for building lasting client partnerships, I am excited about the opportunity to leverage my skills in a sales-focused role that aligns with my career aspirations.

During my previous role as a Customer Service Manager at XYZ Ltd., I successfully implemented a new customer feedback system that increased our client satisfaction score by 25% within six months. This initiative not only enhanced customer loyalty but also led to a 15% increase in repeat business. My ability to analyze client needs and tailor solutions accordingly has equipped me with the necessary skills to excel in an outside sales environment, where understanding client motivations is key to closing deals. Additionally, my experience in leading cross-functional teams has honed my communication and negotiation skills, allowing me to effectively advocate for both clients and the organization.

I am particularly drawn to Acme Corporation's commitment to innovation and customer-centric solutions. I am eager to bring my unique perspective and a proactive approach to your sales team, driving success by cultivating strong relationships and understanding market dynamics. I am excited about the possibility of discussing how my background, skills, and enthusiasms align with the goals of your team.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further and how I can contribute to the continued success of Acme Corporation.

Sincerely,

Jordan A. Thompson