

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Sales Representative

Dear Hiring Manager,

I am excited to apply for the Career Change Sales Representative position at Acme Corporation, which I discovered on LinkedIn. With a strong background in customer service and a passion for helping clients achieve their goals, I am eager to transition my skills into a sales role where I can contribute to your team's success and drive business growth.

In my previous role as a Customer Success Manager at XYZ Solutions, I successfully increased customer retention rates by 25% over the course of a year. I achieved this by implementing a proactive outreach program that identified client needs and provided tailored solutions, resulting in enhanced customer satisfaction and loyalty. Additionally, I spearheaded a cross-functional initiative that led to the development of a new training program for our support staff, which improved product knowledge and service delivery, ultimately boosting our upsell opportunities by 15%.

I am particularly drawn to Acme Corporation because of its reputation for innovation and commitment to customer success. I believe my ability to establish strong relationships and communicate effectively will resonate well with your clients. I am eager to leverage my background in problem-solving and my proactive approach to meet and exceed sales targets.

I would love the opportunity to further discuss how my experience and skills align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Taylor