

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Contract Manager

Dear Hiring Manager,

I am excited to apply for the Entry Level Contract Manager position at Acme Corporation as advertised on your careers page. With a strong educational background in business administration and a keen interest in contract management, I believe I would be a valuable addition to your team. Acme Corporation's commitment to excellence and innovation resonates deeply with my career aspirations, and I am eager to contribute to your continued success.

During my internship at XYZ Legal Services, I assisted in the review and drafting of contract proposals, which enhanced my understanding of the contract lifecycle and compliance requirements. I successfully helped streamline the contract review process by developing a standardized checklist, reducing turn-around time by 20%. Additionally, I led a project that analyzed vendor contracts for cost-saving opportunities, identifying potential savings of over \$15,000 that were implemented in the following quarter. These experiences not only honed my analytical skills but also reinforced my passion for ensuring clarity and compliance in contractual agreements.

I am particularly impressed by Acme Corporation's focus on fostering positive vendor relationships and would be thrilled to bring my attention to detail and proactive mindset to your team. I am eager to leverage my knowledge and skills to help navigate and manage contracts effectively. I would love the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I look forward to the possibility of discussing my application in more detail and exploring how I can contribute to the success of Acme Corporation as an Entry Level Contract Manager.

Sincerely,

Jordan Taylor