

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level

Dear Hiring Manager,

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I am writing to express my enthusiasm for the Entry Level position at Acme Corporation, which I discovered on your careers page. As a recent graduate with a degree in Business Administration, I am eager to bring my skills and passion for the industry to your esteemed company. Acme Corporation's commitment to innovation and excellence resonates with my career aspirations, and I am excited about the opportunity to contribute to your team.

During my academic career, I completed an internship at XYZ Solutions, where I assisted in streamlining project management processes, resulting in a 15% increase in team productivity. Alongside my coursework, I was involved in a student-run marketing initiative, where I developed a social media campaign that boosted our engagement by 25% within three months. These experiences have equipped me with a solid foundation in project coordination, effective communication, and teamwork, all of which I believe are essential for this Entry Level role.

I am particularly drawn to Acme Corporation because of your emphasis on professional development and mentorship for new employees. I am eager to learn from your experienced team and contribute to ongoing projects with my fresh perspective and dedication. I would love the opportunity to discuss how my background, skills, and enthusiasm align with the goals of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy in more detail.

Sincerely,

Jordan Smith