

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Director

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Director position at Acme Corporation as advertised on LinkedIn. As a recent graduate with a Master's in Business Administration and a passion for innovative leadership, I am excited about the opportunity to contribute to a company renowned for its commitment to excellence and innovation in the industry.

During my time at university, I led a team project that developed a comprehensive business strategy for a local startup, which resulted in a 30% increase in their customer engagement over six months. This experience not only honed my leadership skills but also taught me the importance of data-driven decision-making and collaborative teamwork. Additionally, I completed an internship at XYZ Solutions, where I was responsible for streamlining operations, which led to a 15% reduction in overhead costs. This role reinforced my ability to analyze complex challenges and implement effective solutions, skills that I believe are essential for the Entry Level Director role at Acme Corporation.

I am particularly drawn to Acme's mission to foster innovation and drive sustainable growth. I am eager to bring my skills in strategic planning and team leadership to your esteemed organization. I would welcome the opportunity to discuss how my background, skills, and enthusiasms 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