

Jordan M. Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Erp Consultant

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level ERP Consultant position at Acme Corporation, which I discovered on LinkedIn. With a strong foundation in business processes and information systems, coupled with my recent internship experience, I am excited about the opportunity to contribute to your team and help clients optimize their ERP solutions.

During my internship at Tech Solutions Inc., I successfully assisted in the implementation of a new ERP system for a mid-sized manufacturing client. My role involved collaborating with cross-functional teams to gather requirements, analyzing existing workflows, and providing recommendations that resulted in a 20% increase in operational efficiency. Additionally, I led a project aimed at user training, developing materials and conducting sessions that empowered staff to leverage the new system effectively, which ultimately improved user adoption rates by 30% within the first three months.

Moreover, I completed a capstone project at university that involved designing an ERP simulation for a retail business scenario. This project not only honed my analytical skills but also deepened my understanding of how integrated systems can drive business success. My ability to bridge the gap between technical specifications and user needs positions me well for the challenges of an ERP Consultant role.

I am keen to bring my skills in problem-solving and my passion for technology to Acme Corporation. 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 speak with you further.

Sincerely,

Jordan M. Taylor