

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Inside Sales Representative

Dear Hiring Manager,

I am excited to apply for the Entry Level Inside Sales Representative position at Acme Corporation, which I discovered on LinkedIn. With a strong passion for sales and a dedication to providing excellent customer service, I am eager to contribute to your team and help drive company growth.

During my time at University, I successfully led a fundraising campaign for our student organization, exceeding our goal by 30%. This experience honed my ability to engage with diverse audiences, understand their needs, and offer tailored solutions. Additionally, I completed an internship with a local startup, where I assisted the sales team in generating leads through cold calling and email outreach. I contributed to a 20% increase in lead conversion rate during my tenure, which reinforced my belief that effective communication and persistence are key to successful sales.

I am particularly drawn to Acme Corporation because of your commitment to innovation and customer satisfaction. I am eager to bring my enthusiasm and skills in sales and relationship building to your team. I look forward to the opportunity to discuss how I can contribute to your sales efforts and help Acme Corporation achieve its goals. Thank you for considering my application.

Sincerely,

Jordan Taylor