

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Outside Sales Representative

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Outside Sales Representative position at Acme Corporation, as advertised on LinkedIn. With a strong background in customer service and a passion for building relationships, I am eager to leverage my skills in a role that aligns with my career aspirations in sales.

During my internship at XYZ Solutions, I successfully managed a portfolio of small business accounts, providing tailored solutions that increased client satisfaction by over 25%. I also spearheaded a project to refine our outreach strategy, resulting in a 15% increase in new client acquisitions within three months. My ability to analyze customer needs and deliver effective presentations helped my team achieve the highest quarterly sales growth in the company's history.

Additionally, my experience as a sales associate at Retail Store ABC honed my ability to communicate effectively with diverse customers and upsell products successfully. I consistently exceeded sales targets by 20%, contributing to my store's recognition as a top performer in the region. I believe these achievements demonstrate my readiness for the challenges of an outside sales role.

I am excited about the opportunity to contribute to Acme Corporation's growth and success. I would welcome the chance to discuss my application further and explore how my background and skills can be an asset to your team. Thank you for considering my application.

Sincerely,

Jordan Smith