

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Sales Associate

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Sales Associate position at Acme Corporation, as advertised on your careers page. With a passion for sales and a strong desire to contribute to a dynamic team, I am excited about the opportunity to help drive success at such a reputable organization.

During my time at university, I completed an internship with XYZ Retail, where I exceeded sales goals by 20% through proactive customer engagement and product knowledge sharing. I developed effective relationships with clients, leading to repeat business and referrals. Additionally, I served as the president of the Sales Club on campus, organizing events that connected students with local businesses, which increased club membership by 40%. These experiences have equipped me with skills in relationship building and persuasive communication, essential for an Entry Level Sales Associate.

I am particularly drawn to Acme Corporation's commitment to innovation and customer satisfaction. I believe that my background in sales, combined with my ability to learn quickly and adapt to new environments, makes me a strong candidate for this role. I am eager to bring my proactive approach and enthusiasm for sales to your esteemed team.

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