

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Entry Level Sales Representative

Dear Hiring Manager,

I am excited to apply for the Entry Level Sales Representative position at Acme Corporation, which I discovered on your careers page. With a strong passion for sales and a keen interest in building relationships, I believe I am well-suited to contribute to your team and help drive your sales goals forward.

During my time at University, I excelled in a sales internship where I successfully contributed to a 15% increase in quarterly sales by implementing a new outreach strategy. This experience taught me the importance of understanding customer needs and how to tailor my approach effectively. Additionally, I worked as a volunteer coordinator for a local nonprofit, where I managed a team to raise over \$10,000 through strategic community engagement initiatives, demonstrating my capability to lead and inspire others in pursuit of a common goal.

I am particularly drawn to Acme Corporation's commitment to innovation and customer satisfaction. I am eager to bring my proactive attitude and my ability to analyze market trends to your sales team. I am confident that my background, combined with my enthusiasm for learning and growth, will allow me to make a meaningful contribution to your organization.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further and explore how my skills and experiences align with the goals of Acme Corporation.

Sincerely,

Jordan Mitchell