

# Jordan Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Sharepoint Developer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Sharepoint Developer position at Acme Corporation, which I discovered on your careers page. With a strong foundation in computer science and hands-on experience in SharePoint development during my internship at XYZ Tech, I am eager to contribute to your innovative team and help enhance your organizational capabilities.

During my internship, I successfully developed and deployed a SharePoint site that streamlined project management for a cross-functional team. This involved customizing lists and libraries to improve data accessibility, which resulted in a 30% decrease in project turnaround time. Additionally, I collaborated closely with stakeholders to gather requirements, ensuring the final product aligned with user needs. I also have experience in developing workflows using SharePoint Designer, which automated routine tasks and improved overall efficiency.

I am particularly impressed by Acme Corporation's commitment to leveraging technology for business solutions and would love the opportunity to bring my skills in SharePoint development to your team. I am excited to further 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 esteemed company.

Sincerely,

Jordan Thompson