

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Sustainability Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Sustainability Manager position at Acme Corporation, as advertised on your careers page. With a strong academic background in Environmental Science and hands-on experience in sustainability initiatives, I am eager to contribute to your team and support Acme's commitment to environmental stewardship and sustainable practices.

During my internship with Green Futures, I successfully spearheaded a project aimed at reducing waste on campus by implementing a comprehensive recycling program. This initiative increased recycling rates by 25% within six months and engaged over 300 students and faculty members through workshops and promotional campaigns. Additionally, I collaborated with local businesses to organize a community clean-up event, resulting in the removal of over 1,500 pounds of litter from public spaces and fostering partnerships that continue to thrive today.

I possess a keen understanding of sustainability metrics and reporting, having utilized various tools to assess and track energy consumption during my time as a research assistant. My analytical skills were further refined through a capstone project where I developed a model to evaluate the carbon footprint of university operations, directly contributing to a strategic plan that aims for a 30% reduction in emissions over the next five years. These experiences have equipped me with the ability to identify opportunities for improvement and implement effective solutions.

I am excited about the possibility of joining Acme Corporation and contributing to your impactful sustainability initiatives. I welcome the opportunity to discuss how my background, skills, and passion for sustainability can align with your goals. Thank you for considering my application, and I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan Taylor