

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Internship Inside Sales Representative

Dear Hiring Manager,

I am excited to apply for the Internship Inside Sales Representative position at Acme Corporation, as advertised on LinkedIn. With a strong interest in sales and a background in customer service, I am eager to contribute my skills and learn from your esteemed team. I have always admired Acme Corporation for its innovative approach to client relationships and its commitment to excellence, and I am enthusiastic about the opportunity to be a part of such a dynamic environment.

During my time as a part-time sales associate at XYZ Retail, I consistently exceeded my sales targets by 20% through proactive engagement with customers and meticulous follow-up on leads. This experience taught me the value of building rapport and understanding client needs, skills that I believe are crucial for an Inside Sales Representative. Additionally, while pursuing my business degree, I led a project where my team implemented a customer feedback system that improved our client satisfaction scores by 30%. This project not only honed my analytical skills but also emphasized the importance of listening to customers—a key factor in successful sales strategies.

I am particularly drawn to this internship as it aligns perfectly with my goal of developing a career in sales and marketing. I am eager to bring my energetic approach and proactive mindset to Acme Corporation, where I can learn from industry experts and contribute to your sales initiatives. I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my application.

Sincerely,

Jordan Lee Thompson