

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Internship Sales Associate

Dear Hiring Manager,

I am excited to apply for the Internship Sales Associate position at Acme Corporation, as advertised on your careers page. With a strong interest in sales and a passion for building relationships, I believe that my skills and enthusiasm make me a perfect fit for this role. I am particularly drawn to Acme Corporation's commitment to innovative solutions and customer satisfaction, and I am eager to contribute to your team.

During my time at XYZ University, I served as a member of the Sales Club, where I successfully spearheaded a fundraising campaign that exceeded our goal by 30%. This experience honed my ability to identify customer needs and adapt our approach to meet them effectively. Additionally, I completed a summer internship at ABC Retail, where I assisted the sales team in developing promotional materials. My efforts led to a 15% increase in foot traffic to the store during a key sales event, demonstrating my understanding of sales strategies and customer engagement.

I am particularly impressed by Acme Corporation's diverse product offerings and innovative approach to sales, which I believe aligns perfectly with my background in market research and customer service. I am eager to bring my analytical skills and proactive attitude to your team. I am looking forward to the opportunity to discuss how my experiences and passion for sales can contribute to the continued success of Acme Corporation.

Thank you for considering my application. I hope to discuss my application in further detail and explore how I can support your sales initiatives as an intern at Acme Corporation.

Sincerely,

Jordan Lee Thompson