

Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Business Development Manager

Dear Hiring Manager,

I am excited to apply for the No Experience Business Development Manager position at Acme Corporation, as advertised on your careers page. The opportunity to contribute to a company known for its innovative products and commitment to customer satisfaction aligns perfectly with my career ambitions and passion for driving growth through strategic partnerships and client relations.

During my time as the president of the university's business club, I successfully organized a networking event that brought together over 200 students and local entrepreneurs. This initiative not only increased membership by 30%, but also facilitated valuable connections that led to several internship opportunities for my peers. Additionally, in my internship at XYZ Solutions, I assisted in the development of a customer feedback strategy that improved our service delivery process, resulting in a 15% increase in customer retention rates over just six months. These experiences have equipped me with a strong foundation in communication, negotiation, and project management, which I am eager to leverage in a business development role.

I am enthusiastic about the possibility of discussing how my background, skills, and passion for business can benefit Acme Corporation. I appreciate your consideration of my application and look forward to the opportunity to discuss my candidacy further. Thank you for your time.

Sincerely,

Jordan Smith