

Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Chief Data Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Chief Data Officer position at Acme Corporation, as advertised on your careers page. With a strong academic background in Data Science and a passion for harnessing data to drive strategic decisions, I am excited about the opportunity to contribute to your team and help shape the future of data management at Acme.

During my time at university, I led a team project that developed a predictive analytics model for local businesses. This project not only enhanced our understanding of data trends but also provided actionable insights that helped these businesses optimize their operations. As a result, one participating business reported a 20% increase in customer retention over six months. Furthermore, I completed an internship with a tech startup where I assisted in creating a data governance framework that improved data quality and compliance, setting the foundation for more robust data-driven decision-making.

I am particularly drawn to Acme Corporation's commitment to innovation and data-driven solutions. I believe my fresh perspective and eagerness to learn can complement your existing strategies while also introducing new ideas that align with your goals. I am excited about the possibility of working with a talented team to leverage data as a key asset for Acme's continued growth.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can contribute to the exciting initiatives at Acme Corporation. I am eager to explore the ways I can support your mission and help drive impactful data strategies.

Sincerely,

Jordan Smith