

Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Contract Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Contract Manager position at Acme Corporation, as advertised on your careers page. With a strong academic background in Business Administration and my recent internship in project management, I am eager to contribute my skills and passion for contract management to your esteemed company.

During my internship at XYZ Solutions, I had the opportunity to assist in the preparation of project proposals and contracts. This experience honed my attention to detail and understanding of contract terms, as I carefully reviewed legal documents to ensure compliance with company policies. Furthermore, I successfully collaborated with cross-functional teams to streamline our proposal process, which resulted in a 15% faster turnaround time for contract approvals. This accomplishment reinforced my belief in the importance of clear communication and teamwork in achieving project goals, qualities I plan to carry into the Contract Manager role.

Additionally, I completed a capstone project during my studies, where I developed a comprehensive contract management framework for a hypothetical client. This project required me to analyze various contract templates, identify key clauses, and propose best practices for contract execution and monitoring. My professors commended my strategic approach and thorough research, showcasing my ability to translate theoretical knowledge into practical solutions.

I am excited about the opportunity to bring my skills to Acme Corporation and contribute to your team's success. I would welcome the chance to discuss my application further and explore how my background can align with the goals of your organization. Thank you for considering my application; I look forward to the possibility of working together.

Sincerely,

Jordan Smith