

Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Customs Broker

Dear Hiring Manager,

I am excited to apply for the No Experience Customs Broker position at Acme Corporation, which I discovered on your careers page. The opportunity to start my career in customs brokerage with a reputable company like Acme is incredibly appealing, and I am eager to contribute to your team with my strong organizational skills and a passion for facilitating international trade.

Although I am new to the customs brokerage field, I have developed transferable skills through my previous experiences. While interning at a logistics company, I streamlined the document submission process for customs clearance, reducing processing time by 20%. My attention to detail and ability to work under pressure allowed my team to handle an increased volume of shipments without compromising accuracy. Additionally, I volunteered as a coordinator for a local non-profit organization where I managed event logistics, which included coordinating with multiple vendors and ensuring compliance with local regulations—skills that I believe will be beneficial in navigating customs requirements.

I am particularly impressed with Acme Corporation's commitment to innovation and excellence in customs services, and I would love the chance to learn from your experienced team while contributing my own skills to the organization. I am eager to discuss how my background, although not directly in customs brokerage, aligns with the goals of your company. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Taylor