

# Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience It Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience IT Manager position at Acme Corporation, as advertised on your careers page. I am eager to bring my passion for technology and problem-solving skills to your team, and I believe my educational background and hands-on project experience make me a strong candidate for this role.

During my time at university, I led a team project to develop an application that streamlined communication between students and faculty, which resulted in a 30% increase in engagement during the academic year. This experience taught me how to effectively collaborate with diverse groups and manage timelines under pressure, skills that I believe are crucial for an IT Manager. Additionally, I completed an independent research project focused on cybersecurity protocols, which not only enhanced my technical foundations but also sparked my interest in implementing innovative solutions to safeguard organizational data.

I am particularly drawn to Acme Corporation due to its commitment to technological advancement and employee development. I am excited about the opportunity to learn from your experienced team and contribute to projects that drive efficiency and innovation within the organization. I am eager to discuss how my background and enthusiasm for technology can be an asset to Acme Corporation.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further and to learn more about the exciting initiatives at Acme Corporation.

Sincerely,

Jordan Smith