

# Jordan L. Taylor

January 16, 2026

Acme Corporation

RE: No Experience Outside Sales Representative

Dear Hiring Manager,

I am excited to apply for the No Experience Outside Sales Representative position at Acme Corporation, which I discovered through my university's career services portal. As a recent graduate with a strong background in customer service and communication, I am eager to bring my enthusiasm and dedication to your dynamic sales team. Acme's commitment to innovation and customer satisfaction deeply resonates with my professional values, and I am eager to contribute to your continued success.

During my time at university, I worked as a sales associate at a local retail store where I consistently exceeded sales targets by 20% through exceptional customer engagement and product knowledge. I developed strong relationships with customers by actively listening to their needs and providing tailored solutions. Additionally, I led a student organization that organized fundraising events, where I successfully secured sponsorships from local businesses. This experience honed my ability to pitch ideas and negotiate effectively, skills that are vital for an outside sales role.

I am particularly drawn to the challenges and opportunities that come with a position in outside sales. I am a self-starter who thrives in dynamic environments, and I am committed to building long-term client relationships that drive revenue growth. I am eager to learn from the experienced team at Acme Corporation and develop my skills in a real-world setting. I would love the opportunity to discuss how my background in customer service and my proactive approach can contribute to the success of your sales team. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan L. Taylor