

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Sales Manager

Dear Hiring Manager,

I am excited to apply for the No Experience Sales Manager position at Acme Corporation, which I discovered on your company's careers page. With a passion for sales and a strong commitment to customer satisfaction, I believe my proactive approach and enthusiasm for building meaningful relationships align perfectly with the goals of your team.

During my time as a Customer Service Representative at Retail Solutions, I successfully increased customer retention rates by 15% over a six-month period by implementing a personalized follow-up system. This initiative not only enhanced customer satisfaction but also contributed to an increase in repeat sales. Furthermore, while pursuing my degree in Business Administration, I led a student project that involved creating a mock sales strategy for a local startup, which resulted in a recommendation to improve their outreach efforts and a potential partnership. This experience honed my ability to identify market opportunities and tailor approaches to meet customer needs, skills that I am eager to bring to Acme Corporation.

I am particularly drawn to Acme Corporation's reputation for innovation and its commitment to delivering exceptional products. I am eager to contribute my skills and learn from your experienced team to drive sales growth. I would love the opportunity to discuss how my background and passion for sales can be an asset to your company. Thank you for considering my application.

Sincerely,

Jordan Taylor