

Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Sustainability Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Sustainability Manager position at Acme Corporation, as advertised on your careers page. With a passion for environmental stewardship and a strong background in project management, I am excited about the opportunity to contribute to Acme's commitment to sustainability initiatives.

While I may not have formal experience in a sustainability role, I have led several successful projects during my studies at Green University, where I earned my degree in Environmental Science. Notably, I spearheaded a campus-wide recycling campaign that resulted in a 40% increase in recycling rates over one semester, demonstrating my ability to engage stakeholders and implement effective strategies. Additionally, I collaborated with a local non-profit to develop an educational workshop series focused on sustainable practices, attracting over 200 participants and fostering a community dialogue on environmental issues.

I am particularly impressed by Acme Corporation's innovative approach to sustainability and its efforts to reduce environmental impact through cutting-edge practices. I am eager to bring my strong analytical skills and creative problem-solving abilities to your team, ensuring that we can achieve ambitious sustainability goals together. I am confident that my proactive mindset and determination will allow me to make valuable contributions to your ongoing projects.

I would welcome the opportunity to discuss how my background and enthusiasm for sustainability could be an asset to Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Taylor