

# Jordan Williams

January 16, 2026

Acme Corporation

RE: Relocation Inside Sales Representative

Dear Hiring Manager,

I am excited to apply for the Relocation Inside Sales Representative position at Acme Corporation, as advertised on LinkedIn. With a proven track record in inside sales and a passion for facilitating seamless relocations, I am confident in my ability to contribute to your team and help clients navigate their moving journeys with ease.

In my previous role at Global Movers Inc., I successfully managed a portfolio of over 150 clients, consistently achieving a 120% quota for new client acquisitions. One of my key accomplishments was developing a custom CRM solution that streamlined lead tracking and follow-ups, resulting in a 30% increase in conversion rates within six months. Additionally, I implemented a referral program that enhanced client retention and brought in over \$250,000 in new business through word-of-mouth recommendations.

I am particularly drawn to this role at Acme Corporation because of your commitment to exceptional customer service and innovative solutions in the relocation industry. I am eager to bring my expertise in sales strategy, relationship-building, and client satisfaction to your team. I believe that my background in conducting market research and analyzing client needs would align well with Acme's mission to provide tailored relocation services.

I look forward to the opportunity to discuss how my skills and experiences can contribute to the success of Acme Corporation. Thank you for considering my application; I hope to speak with you soon.

Sincerely,

Jordan Williams