

Jordan Taylor

January 16, 2026

Acme Corporation
RE: Sales Associate

Dear Hiring Manager,

I am excited to apply for the Sales Associate position at Acme Corporation, as advertised on your careers page. With a passion for sales and a proven track record of exceeding targets, I am eager to contribute my skills and experience to your esteemed team.

In my previous role at Retail Solutions, I successfully increased sales by 30% over a six-month period by implementing a customer relationship management strategy that personalized the shopping experience. By actively engaging with customers and understanding their needs, I was able to tailor my sales approach, which not only boosted sales but also enhanced customer satisfaction. Additionally, I received the 'Top Sales Performer' award in Q2 2023 for consistently achieving sales goals and upselling premium products, demonstrating my ability to understand and effectively communicate the value of our offerings to customers.

At Tech Gadgets Inc., I led a team initiative that revamped our product display, resulting in a 20% increase in foot traffic and a notable rise in our average transaction value. This experience has equipped me with the skills to analyze market trends and develop strategies that resonate with customers. I thrive in fast-paced environments and am committed to driving results while fostering a positive team dynamic.

I am eager to bring my enthusiasm for sales and my customer-centric approach to Acme Corporation. I would love the opportunity to discuss how my background aligns with your needs for the Sales Associate role. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Taylor