7/7/2016

Duane,

I am very excited and extremely grateful to have the opportunity to apply for the Branch Manager position at 0710. This is a phenomenal opportunity, and I feel very confident in my ability to exceed your expectations as a leader. I am very interested in gaining further experience in management and believe that this branch is perfect for my skill set.

During my career, I have worked hard at creating a culture of excellence. Aside from my personal success, nothing makes me more proud than seeing my team succeed, and knowing that I have been a crucial part of their development and success.

I believe my excellent customer service skills, proven sales leadership abilities, and overall high level of enthusiasm all contribute to making me the ideal candidate to join the management team at 0710.

Once again, thank you so much for this opportunity, and I look forward to speaking with you more in the near future.

Sincerely,

John Menard