

To,

Jones Stellar,

Region Head (Sales)

Zitcom Services

Wellington.

Date: 24 April 20XX

Subject: Job application for Sales Manager in Zitcom Services

Dear Mr. Stellar,

Greetings for the day!

Through this letter I intend to show my interest towards the vacancy of Sales Manager published online on various portals on 16th of April 20XX. I hope the vacancy is still open and you are seeking a suitable candidate for the same.

I would like to bring to your notice that I have a total work experience of 3 years and all of that is in sales domain. Currently I am associated with Zambole Communications as a sales supervisor and handle a team of 25 experts. I work towards increasing the sales in the company by all fair means and motivate the team under me to do the same. Apart from that I am a keen learner with very good communications skills. I have my academic specialization in sales domain itself and now I am looking forward to career with an established name in the industry with a decent designation.

I feel that my qualifications and experience matches your requirements and you also share similar thoughts on it then probably we can take this ahead. Feel free to revert back to me in case of any queries or doubts and I will be happy in clarifying those. You can reach me by email or by call and meeting schedule can be fixed up to materialize this out.

In anticipation of a positive and early response

Thanking you,

Yours sincerely,

David Charles

Dairy no : 06022020