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| **Cover Letter for Promotion**  By Resume Genius |  | (212) 256-1414 |
|  | kevinharris@email.com |
|  | 123 Main Street, New York City, NY |
|  | | |
| Dear Mrs. Lasker,  As a loyal employee of Peabody, I’m excited to formally apply for the Sales Manager position in the Marketing Department. Since starting as a Sales Representative at Peabody four years ago, I quickly mastered the requisite skills for the role, and have helped our department regularly exceed sales goals.  From the beginning I’ve demonstrated an ability to learn quickly and exceed expectations. During my tenure, I’ve developed excellent sales skills, honed my interpersonal abilities, and subsequently helped my department generate a 6% increase in profits this quarter. Additionally, this year has given me the opportunity to sharpen my leadership skills — having successfully onboarded 4 new employees and assumed management over a small direct sales team.  I’ve read the requirements for the Sales Management position thoroughly, and I’m confident that the skills I’ve refined during my time working here paired with my passion for customers and making direct sales make me an ideal fit.  I appreciate your consideration and look forward to discussing this opportunity for promotion with you at your convenience. My supervisor is also happy to meet with you to elaborate on my performance in the Sales Department, and will attest to my qualifications. Please let me know if there’s any other information I can provide that would help with this process, and I’d be happy to provide it to you.  Sincerely,  **[Your Name]** | | |
| **Logo  Description automatically generated**  **Dear Job Seeker,**  **We recently updated all of the cover letter**  **templates on** [**ResumeGenius.com**](https://resumegenius.com/) **to reflect**  **the most recent HR and hiring trends.**  Our goal is to give our users the best chance at landing job interviews, and our templates are a major part of how we aim to accomplish this goal.  Each of our newly designed and re-designed templates were built specifically to bypass the Applicant Tracking System software companies use to filter out candidates, and are formatted to be visually pleasing and easy to read.  But while our cover letter templates take the pain out of formatting and provide a strong foundation for your own cover letter, it takes effective writing to win over the hearts of employers, hiring managers, and recruiters.  If you’re still struggling to write your own cover letter, check out these free resources so you can put together a cover letter that showcases how you’re the best person for the job:  ·     [Cover letter builder](https://resumegenius.com/cover-letter-builder)  ·     [How to write a cover letter](https://resumegenius.com/blog/cover-letter-help/how-to-write-a-cover-letter)  ·     [Cover letter examples](https://resumegenius.com/cover-letter-examples)  Once you’ve written a great cover letter, pair it with a convincing resume by using a matching [resume template](https://resumegenius.com/resume-templates). Here are a few resources to help you write a resume that gives your application the edge it needs to land you the interview:  ·     [Resume builder](https://resumegenius.com/)  ·     [How to write a resume](https://resumegenius.com/blog/resume-help/how-to-write-a-resume)  ·     [Resume examples by industry](https://resumegenius.com/resume-samples)  Best regards,  Shape  Description automatically generated with medium confidence  **IMPORTANT:** To delete the second page, right-click on the page and click “Delete Rows” | | |