

Your Name  
Address  
City, State Zip Code  
Phone Number  
EmailAddress@helpme.com  
January 1, 2018  
Contact Name, Job Title  
Department Name  
Company Name  
Company Address  
City, State Zip Code  
Dear Contact:

In my current job search | have approached the task on two fronts. First | check the job boards for open sales positions. Second | research companies that I'd like to work for. Branson Products comes out on top every time and it is my hope after reviewing my attached resume that you'll see the value and experience | could bring to your organization.

In my current position | am responsible for regional sales for a national hair products company. | cover a five county area maintaining current customers and developing relationships with new ones. I've never shied away from cold calling because | understand it's a numbers game. The more cold calls | make the greater the odds that I'll get new customers. My success rate is above average and my sales have consistently been in the top 10 percent of regional sales. While | nurture new relationships I'm cognizant of the value in customer loyalty as well and | provide my customer base with the same attention. Since there is no direct competition between Branson Products and my current employer the terms of my non-compete agreement do not apply. I'm a quick study and could begin making cold calls almost immediately.

| look forward to discussing the possibility of joining your team and would consider my job search a success for all. Thank you for your time and consideration.

Sincerely,  
Your Name