[Hiring Manager’s Name]  
341 Company Address  
Fort Myers, Fla., 33947  
(xxx) xxx-xxxx  
hiring.manager@email.com

Dear [Mr./Ms./Mx.] [Hiring Manager’s Name],

Malik Rabb

(123) 456-7891

mrabb@email.com

May 1, 2018

Dear Hiring Manager,

I'm delighted to apply for the Sales Manager position at Retail Ocean, and I'm looking forward to interviewing for this job opening. Working with others for a common goal in a team environment is a highly rewarding career. I have always had a passion for working in the retail industry, and I believe that I would be an excellent fit for this job.

During my previous employment at Crane & Jenkins, I was the Sales Manager for over five years. My sales department experienced significant sales growth each year, which culminated in a 22% sales increase during my five-year tenure. Before I worked at Crane & Jenkins, I graduated with a four-year degree in marketing from Coral Springs University. I finished in the top 10% of my class and graduated with honors.

Working in the sales industry requires a lot of hard work, patience, and the ability to connect with potential clients. I believe that my prior work experience at Crane & Jenkins has adequately prepared me for the Sales Manager position at Retail Ocean, and I would be a valuable asset to the company. I also believe that practices like always being professional and treating each individual with the utmost respect are essential for experiencing long-term success in the sales field.

Thank you for taking the time to review my resume and cover letter. I'm looking forward to learning more about Retail Ocean, and I hope to meet with you very soon. I believe that my education level, work history, and unique skill set make me a valuable candidate for the Sales Manager position at Retail Ocean, and I hope to advance to the next stage of the hiring process.

Sincerely,

Malik Rabb

Sincerely,