[Today’s Date]

[Hiring Manager’s Name]

[341 Company Address]

[Company City, State xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

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

As a frequent and longtime user of Greenworld Software, I was thrilled to see an opening on Linkedin for the Senior Sales Representative position at your Seattle headquarters. Having an excellent record for promoting products and services, and previously being awarded top sales associate of my region in 2020, I’m confident that I would be a perfect fit for this role.

I’m a sales-oriented professional with expertise in client relationship management, customer satisfaction and retention, and people management. I possess astute business knowledge, and I have experience contributing to strategic planning while delivering improvements in processes, productivity, and costs. As a Sales Manager for Long & Thompson Real Estate, I currently supervise a sales team of 10 associates, maintain profit objectives, and analyze future market trends.

In my previous roles, I have consistently gained respect from both staff and management through effective communication and liaison, and I have also exceeded my targets while making strong efforts to foster profitable relationships with customers and strategic associates alike.

For example, working as a Sales Assistant with TRP Insurance Inc., I ranked within the top 10 salespeople company-wide for 2 years in a row, and in my first year, I successfully expanded our customer account base by 18% through networking and client referrals. I was also awarded an “Outstanding Achievement’’ for increasing customer retention by 20% through developing and implementing a new customer loyalty program in 2020.

My references will be happy to discuss my positive attitude and strong work ethic. Thank you for your time. I look forward to discussing my application further in an interview.

Sincerely,

[Your Name]

Sincerely,

Malik Rabb

Sincerely,