

Pat Q. Sales

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February 10, 20XX

John Smith
Vice President, Sales
XYZ, Inc.
6000 Main Street
Brattleboro, Vermont, 05000

Dear Mr. Smith:

In today's highly competitive and fast-paced market, organizations need strong and aggressive sales leadership to meet ever-changing business development goals. I am certain I can contribute this level of performance to your team, and I invite you to consider my qualifications and accomplishments:

- **Experience** – 15+ years of productive regional sales management, coupled with an MBA and a track record of success in leading diverse teams of value-added resellers;
- **Results** – Acknowledged for driving multimillion-dollar annual revenue growth; recipient of multiple company sales awards;
- **Performance** – Recognized as a top sales producer; recipient of numerous team-building commendations.

I am an accomplished sales strategist and solution-oriented manager who thrives in challenging, fast-paced environments where my performance directly impacts the bottom line. In addition, I have solid organizational leadership and decision-making skills that can make an immediate contribution to your operations and business development.

Currently, I am seeking a position where I can continue to uphold strong sales and performance standards. As a member of your management team, I am confident that my innovative and results-focused approach would make a significant contribution to the continued success of your organization.

My résumé is enclosed for your review and consideration. I would welcome the opportunity to speak with you regarding opportunities you have available currently or in the future.

Sincerely,

Pat Q. Sales

Enclosure