

Joe Jobseeker
1111 Peachtree Rd, Atlanta Ga 30309
404-000-0000

Date

Contact name
Contact title
Company name
Company address
City, State, Zip

Dear Sir or Madam:

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

- **Experience** – 9 years of proven support and organization skill, coupled with a BA, a MBA scheduled to be completed in December of 2004 and a track record in leading diverse teams of sales professionals.
- **Results** – Acknowledged as a department leader in productivity and customer retention, recipient of several department awards.
- **Performance** – Constant attention to department established or personally set goals that build professional skill and ensure client satisfaction and retention.

I am an accomplished strategist and solution-oriented person who thrives on challenge and believes the job is not done until the client is satisfied and the company goals are met. I have established an industry reputation for honesty and quick thinking that have helped me make an immediate contribution to whatever task is at hand.

Currently I am seeking a position where I can continue to expand my sales experience and continue to provide the exemplary customer service that I have always made a trademark.

My resume is enclosed for your review and consideration. I would welcome the opportunity to speak with you regarding the place name of position here position that you currently have available.

Sincerely,

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Enclosure