

****[Your Name]****
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
****[Hiring Manager's Name]****
[Company's Name]
[Company's Address]
[City, State, Zip Code]
Dear [Hiring Manager's Name],
****Introduction****
- State the position you are applying for
- Mention how you found out about the position
****Body Paragraph 1: Relevant Experience****
- Outline previous sales experience
- Highlight key achievements and skills related to sales
****Body Paragraph 2: Skills and Qualities****
- Discuss specific skills that make you a good fit for the role
- Mention any relevant certifications or training
****Body Paragraph 3: Knowledge of the Company/Industry****
- Demonstrate your understanding of the company's products or services
- Mention any relevant industry knowledge
****Conclusion****
- Express enthusiasm for the position
- Request an opportunity for an interview
- Thank the hiring manager for their consideration
Sincerely,
[Your Name]