

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Vice President of Sales position at [Company's Name] as recently advertised. With over [X years] of progressive experience in sales leadership and a solid track record in driving revenue growth, I am excited about the opportunity to contribute to your esteemed organization.

In my previous role at [Your Previous Company], I successfully [mention a specific achievement or project], which resulted in [quantifiable outcome, e.g., "a 30% increase in revenue over two years"]. My approach to sales leadership focuses on developing high-performing teams, implementing strategic initiatives, and fostering strong client relationships.

I am particularly drawn to [Company's Name] because of [mention a specific reason related to the company's mission, values, or accomplishments]. I am eager to bring my expertise in [specific skills or areas, e.g., "business development, market analysis, and team building"] to help shape the future of your sales department.

I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Warm regards,

[Your Name]