

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company 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 Name] as advertised on [where you found the job posting]. With over [number] years of experience in sales leadership and a proven track record of driving revenue growth, I am excited about the opportunity to contribute to your team.

In my most recent role at [Previous Company Name], I successfully [specific achievement or project, e.g., led a team to increase sales by X% over Y years]. My strategic approach to sales and my commitment to building strong relationships with clients have always been at the forefront of my leadership style.

I am particularly impressed by [mention something specific about the company or its sales strategy and how it aligns with your skills/experience]. I believe my background in [specific area of expertise or industry] would allow me to seamlessly integrate into your company and make an immediate impact.

Enclosed is my resume, which provides further detail about my professional journey. I look forward to the opportunity to discuss how my experience and vision can align with the goals of [Company Name]. Thank you for considering my application.

Sincerely,
[Your Name]