

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

Dear [Recipient Name],

I am writing to express my interest in the Vice President of Sales position at [Company Name], as advertised [where you found the job listing]. With [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 previous role at [Previous Company Name], I successfully [mention key achievements or responsibilities that relate to the job], which resulted in [impact of your work]. My experience in [specific areas of expertise] has equipped me with the skills necessary to lead a dynamic sales team and enhance overall performance.

I am particularly drawn to [Company Name] because [mention something specific about the company or its values]. I believe my background in [industry or specific skills] aligns well with your needs.

I look forward to the opportunity to discuss how my experience and vision can contribute to the continued success of [Company Name]. Thank you for considering my application.

Sincerely,
[Your Name]