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September 9, 2006

Mr. Howard Pepper  
Vice President of Sales  
Top Level Products  
555 Percival Street  
Mountain View, CA 55555

Subject: Sales Manager Position

Dear Mr. Pepper:

Ongoing successful results depend not only on what a sales manager has done recently but also on what he has achieved throughout his career that serves as a strong foundation for future growth and profitability. Among other things, an astute manager knows the value of building an enthusiastic team and surrounding himself with effective people who are committed to surpassing expectations. The enclosed résumé highlights my strengths and accomplishments in these and other, related areas.

My enthusiasm for building and leading a high-performing team matches closely with my commitment to discerning the critical needs of customers and presenting them with solutions tailored to meet those needs. I also strive to instill this sense of enthusiasm and commitment in my team, with encouragement and support provided to help them achieve their goals.

A large part of my success rests on my ability to take a unique look at existing challenges and develop ideas and plans to obtain the maximum results in those situations. For example, when I led the campaign to establish a presence in Alaska for Lehman Industries, success in that region had previously eluded the company. However, I felt convinced that opportunities existed there, and I proceeded to gain the support needed to prove it. In addition to subsequently generating exceptional sales results in Alaska, I also displaced a formidable competitor by establishing relationships with several influential individuals.

Having recently evaluated my current situation and career goals, I decided that it was time to pursue new opportunities in the sales/management area. Because of my successful track record, I am confident I can add to the success of your organization as a sales manager, and I would like to arrange a personal interview to discuss possibilities in greater detail. I will call you shortly to follow up on this letter.

Sincerely,

James Duffy