[Your Name]

[Street Address]

[City, ST ZIP Code]

[Pick the date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I am writing in response to your notice in the July 13 Elm Street Gazette for a sales representative. I have a lot to offer your firm, including five years of experience in sales.

Some specific accomplishments include:

* Expanded client base by 40 percent through persistent effort and excellent service.
* Ninety percent of my clients renewed annual contracts.
* Traveled throughout large territory, managing time well.

Does this sound like the person you need? If it does, I am eager to speak with you. I’ve enclosed my resume for your review. I look forward to hearing from you.

Sincerely,

[Your Name]

Enclosure