

**[Your Name]**  
**[Street Address]**  
**[City, ST ZIP Code]**  
April 18, 2008

**[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<sup>th</sup> edition of The Daily Progress for a sales representative. I have over five years of experience in sales and have developed many skills that could assist XYZ Company as you continue to work hard to grow your company and the XYZ brand. Some of my specific accomplishments include:

- Expanded client base by 40 % through persistent effort and excellent service.
- Over 90% of my clients renewed annual contracts.
- Traveled throughout large territory; excellent time management skills.

Does this sound like the person you need? If it is, I am eager to speak with you. I've enclosed my resume for your review. I look forward to hearing from you and if I don't hear from you within the next week to 10 days, I will call you directly.

Sincerely,

**[Your Name]**

Enclosure