

[Your Name]
[Street Address]
[City, ST ZIP Code]

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 is, I am eager to speak with you. I've enclosed my resume for your review. I look forward to hearing from you about an interview.

Sincerely,

[Your Name]

Enclosure