

SAMPLE E-MAIL COVER LETTER

Subject: Detroit Territory Mgr: #1 Sales Performer--5 yrs Gift Industry

As a SALES PROFESSIONAL who can deliver consistent sales growth in a mature industry, I am confident my background and accomplishments will interest you with regard to your current opening in Detroit.

Within the gift industry, I have led an underperforming division from bit player to its current performance: generating 33% of total revenue (up from 5%) at our location, and delivering, from a single location, 25% of total sales for our 20-site company.

Having executed this turnaround over the last 5 years, I'm eager for new challenges.

The position you describe is exciting, and I am confident I can deliver strong results for your company.

Sincerely,

Chris Hegarty

ATTACHMENT: Résumé - Word document