

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Sales Representative position at [Company's Name], as advertised [where you found the job posting]. With my extensive experience in sales and a strong dedication to achieving results, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company], I successfully [mention a specific achievement or responsibility that relates to the job]. My ability to build and maintain relationships with clients, coupled with my passion for delivering top-notch customer service, has consistently helped me exceed sales targets.

I am excited about the opportunity to bring my unique skills to [Company's Name] and help drive sales growth. I look forward to the possibility of discussing my application further.

Thank you for considering my application.

Sincerely,

[Your Name]