

# Fname Lname

Dallas / Fort Worth, Texas • 000.000.0000 • Fname.Lname@yahoo.com

---

Date

Name

Title

Company Name

Address

City, State Zip

Dear (name):

Leading national and regional sales initiatives, surpassing quotas every year, and forging beneficial relationships with C-level executives across the country are but a few examples that demonstrate my success in Sales Management. Seeking to leverage my multifaceted perspectives in sales, business development, and strategic alliances in support of a forward-thinking organization such as yours, I've included my resume in this package for your review.

Throughout my career, I've gained expertise in strategic planning, customer retention, budgeting, forecasting, and solution sales, among many other areas. Additionally, I've been successful in uncovering new revenue sources, catapulting revenue growth through existing sources, and implementing sales strategies for companies such as Noname Integrated Technologies, Awesome Electric, and XYZ Company.

A representative sample of my career achievements includes:

- ◆ Conceiving the vision and launching a profitable, well respected healthcare consulting firm.
- ◆ Contributing to strong and sustainable financial growth averaging 20% annually for four consecutive years.
- ◆ Propelling a geographically dispersed team of 35 sales representatives to achieve core business targets.

On a more personal level, I've been known for welcoming opportunities to penetrate brand new territories, taking on challenging markets, and participating proactively in marketing efforts.

I'm ready to deliver results for your organization. Once you have had the opportunity to review my resume, I am confident you will agree that my qualifications can add value to your organization.

Thank you for your consideration. I look forward to your reply.

Sincerely,

Fname Lname

Enclosure(s)