Mary Johnson

1 Career Road, Career Town, Career County XX1 4BE

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Email: maryjohnson@career.co.uk

Name

Position

Company name

Address

Postcode

Date

Dear

**Sales Manager Opportunities**

Having recently met with Peter Smyth, your Sales Director at a recent networking event, I understand you are currently looking to expand your Sales team and I am confident that I possess the skills, qualifications and vital experience necessary to make a significant contribution to your sales operation.

I have worked at my present company in the role of Sales Manager for the past five years and some of my achievements have profoundly impacted the company’s bottom line. They include:

* Delivering a substantial increase in weekly sales levels from £30,000 to £55,000 based on implementation of successful sales campaigns
* Successful negotiation tactics and recently winning a highly profitable supply contract worth £270K per year
* Exceeding personal and team new business goals by 20% in each of the past five years
* Increasing our exposure and building profitable relationships with the South American markets based on my ability to speak fluent Spanish

I also understand that you are looking to expand into Europe and am confident that my BA in Italian and Spanish could assist you in developing into the relevant countries.

I am currently seeking to continue my professional development within a suitably challenging role and am keen to make a contribution to a successful and growing company.

I would like to confirm that I am available for interview late afternoons. I am contactable by telephone on 07951 123 456 and by email at maryjohnson@career.co.uk I look forward to hearing from you.

Yours sincerely

Name

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