YOUR NAME

Your address| Phone | name@gmail.com| linkedin.com/in/namelastname |

Date

Recipient’s name

Title

Company name

Street Address

City, ST ZIP Code

Phone

Email address

Dear [**Recipient Name]**:

I am writing to apply to your sales manager position. I have over five years of broad experience managing international sales teams within different industries and global companies, and my professional experience aligns with the responsibilities and requirements in your job posting.

I really admire your company culture and I know I would be a good fit for this position. In my role as sales manager in IZTALP Corporation I proved to be a strong leader that led the team to exceed expectations and also helped maintain a positive relationship among the team.

[**Company Name]** would benefit from my skills in:

* Problem-solving
* Teamwork
* Attention to detail
* Communication skills
* Work ethics

It would be a great honor to discuss your sales manager position and my qualifications in more detail whenever it is most convenient for you. Thank you for your time, and I look forward to hearing from you.

Sincerely,

**[Your Name]**