Sample letter for a professional job

Ada Eboh
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August 7, 2019

Tallulah Jones
Hiring Manager
TRP Tech
456 West 3rd Avenue
Lousville, Kentucky, 98776

Dear Ms. Jones,

I was excited to see that you are looking for a Sales Manager at TRP Tech. I am very interested in this opportunity and believe that my qualifications in software sales, customer service, and management experience make me a strong candidate for the position.

I am an ambitious and experienced professional with a strong track record of reaching sales targets and mobilizing teams in reaching their goals. In 2016, I exceeded my sales goals by 20% while our company was going through an acquisition and a time of very high employee turnover.

As you can see from my attached resume, I have more than 10 years of experience managing multicultural teams. I also have significant experience in recruitment, interviewing, and sales strategy.

When I was a Sales Director with Mogul.com, I developed and executed innovative strategies and built partnerships. All this was done while leading and training a team of six employees. I developed an onboarding training plan that is still used by the company eight years later.

I firmly believe that I can be a valuable asset to your team. I strongly admire TRP Tech’s commitment to innovation and well as your commitment to investing in your community. I welcome the opportunity to discuss this position with you, and I would love to leverage my experience to help TRP Tech achieve its goals.

Thank you in advance for your consideration. I look forward to hearing from you soon.

Sincerely,

Ada Eboh

 Sample letter for an entry-level job

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October 12, 2019

Meghan Sibbery
Principal
Willow Creek Elementary
123 Rosewood Avenue
Lexington, Kentucky 99123

Dear Ms. Siberry,

I saw that Willow Creek Elementary is hiring an administrative assistant. I think that my work experience and skills make me a great candidate for the job. I was referred to you by Zhou Xun, whose son goes to your school.

I have three years of experience working in offices. I have supported financial analysts and have worked at schools. During my time at Beijin Huwien School, I kept the records of more than 1,000 students organized. I updated files very day. Also, I helped to plan two school fundraisers and a dance.

In my last job as an administrative assistant at China Finance Online Co., I answered phones and welcomed guests. I printed our monthly reports and scheduled meetings for a team of 20 every week. I also took and sent out meeting notes and handled travel reservations. I think all these skills would be useful in a busy office like yours.

I appreciate your school's strong curriculum. I think my skills in organizing, filing, and research would be a huge help to your staff. I enclose my resume and look forward to meeting you and talk about this position.

Thank you and I hope to hear from you soon.

Kind regards,

Ada Eboh