**Sample letter for a professional job**

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August 7, 2021

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 as 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