

THIS IS COVER LETTER JOE CONNOR WROTE FOR SB. THIS COVER LETTER RESULTED IN INTERVIEWS FOR CLIENT, SB.

SB

Address, City, State Zip ~ (XYZ) XYZ-XYZ ~ client@emailaddress.com

Dear Mr./Ms. Hiring Manager:

This letter is to express my strong interest in bringing my 15 years of hands-on experience consistently exceeding sales goals and training sales personnel to your organization in the role of JOB TITLE. As my attached resume indicates, I am a results-driven consumer electronics sales leader with a proven track record of successfully hiring, training, motivating, managing and leading teams. Among my career highlights:

- Currently lead an XYZ Department at EMPLOYER that ranks No. 1 in the district in sales volume.
- Improved third quarter sales by over 30 percent as compared to the same period a year ago.
- Consistently persuade at least 30 percent of appliance buyers to purchase a warranty.
- Train and supervise a staff of four associates, including recruiting and hiring personnel.
- Perform training with associates one-on-one as well as in a group setting.

I am certain I would be an immediate and long-term asset to your organization and will be calling you within the following week to schedule an interview. Until then, should you have any questions, I can be reached at the number listed above or via email.

(If no follow up call allowed as posted in an advertisement, then delete from above paragraph, "...and will be calling you within the following week to schedule an interview. Until then, should you have any questions, I can be reached at the number listed above or via email" and simply close with, "I would welcome an interview").

Sincerely,

SB
XYZ-XYZ-XYZ

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