

Resumagic.com: Networking Cover Letter Sample

John Smith

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October 15, 2001

Mr. Jack Wilson
Vice President, Sales and Marketing
Acme Company
123 Elm Street
Anytown, ST 12345

Dear Mr. Wilson:

I was recently speaking with Mr. Smith at your company and he strongly recommended that I send you a copy of my résumé. Knowing the requirements for the position, he felt that I would be an ideal candidate.

For more than eleven years, I've been involved in regional sales management, with seven years working in the telecommunications industry. My qualifications for the position include:

- Establishing sales offices in Springfield, New York and San Diego
- Recruiting and managing a group of 40 regional sales representatives
- Providing training programs for a staff of 180
- Generating more than \$80 million in sales in less than two years

I feel confident that my expertise in training and managing a regional sales department would be an excellent addition to your growing telecommunications corporation and would appreciate the opportunity to discuss how my abilities could be an asset to your firm.

I look forward to meeting with you, Mr. Wilson, and will give you a call early next week to follow up on this letter. Thank you for your time and consideration.

Sincerely,

John Smith

John Smith

enclosure