

Jennifer Manning

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Michael Davis
Hiring Manager
123 Corporations
(126) 054-7746
Michael.davis@123corp.com

Dear Mr. Davis,

As sales manager at The 456 Agency, I have exceeded my monthly quotas for the last three years and increased annual sales by 20% over two years. These successes were a result of my dedicated nature, exceptional leadership skills, and dedication to my career. With these skills and my passion for sales, I know I could be a valuable asset to the team at 123 Corporations.

I was attracted to the position at 123 Corporations because of its recent expansion into the medical supply field. I feel my past work with hospital suppliers and experience in the health care niche can benefit the company. If I were to secure a position at 123 Corporation, I can assure you I would be a valuable addition to the team. My previous industry achievements include:

- Implementing an innovative marketing strategy to improve health care industry positioning resulting in a 20% increase in sales of two years
- Devising successful social media strategies to increase online presence

I would love to discuss how my skills and experience can benefit 123 Corporations. Feel free to contact me to schedule a suitable time.

Sincerely,

(Insert Signature Here)

Jennifer Manning

P.S. — I'd also love to explain how I manage a team of 20 sales executives.