

**Ellis Schmidt**

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Nancy Curtis  
Senior Hiring Manager  
Capital One  
(876) 543-2109  
e.schmidt@youreemail.com

Dear Ms. Curtis,

Receiving 100% positive feedback for the support I provided to my company's automobile dealership partners was my crowning accomplishment of 2020. Feedback responses mentioned my prompt service and ability to resolve complex issues efficiently. I hope to demonstrate the same collaborative work ethic and attention to detail as a sales manager at Capital One.

As a manager with 10+ years' experience selling auto finance and building strong professional networks, I find the opportunity to join one of the leading industry names exciting. I believe that my recent achievements clearly demonstrate that I have the extensive sales experience and leadership qualities to deliver results. These include:

- Seeking and establishing enduring relationships with new partners, resulting in a client list growth of 43% last year
- Delivering assertive and inspiring sales pitches to convert 85% of leads within a single meeting
- Onboarding and training six new sales team members in 2020, all of whom exceeded their personal sales targets in their first month of employment

I am keen to explore how my purposeful mentorship and talent for discovering business opportunities can benefit the sales team at Capital One. I look forward to receiving your interview invitation.

Sincerely,

Ellis Schmidt

P.S. I would like to explain how I led my team to exceed 75% of our collective targets last year.