

SUMMER XIONG

Sales Manager
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March 8, 2021

JOCELYN PORTER

Senior Hiring Manager
Century 21 Americana
(555) 666-7777
j.porter@youreemail.com

Dear Ms. Porter,

Leading my branch team to exceed 100% of our sales targets in 2020 was my proudest career achievement to date. I hope to bring the same energetic and inspiring leadership ability to the role of Sales Manager at Century 21 Americana.

As a committed manager with three years' experience in a leadership role and a passion for building thriving sales teams, the positive and productive ethos at Century 21 Americana appeals to me. I believe that the following achievements demonstrate how I can contribute meaningfully to your company:

- Recruiting and training three talented new graduates in 2020 who collectively increased the branch's yearly revenue by 23%
- Receiving a workplace commendation for devising and leading role-play training sessions that resulted in increased confidence and ability to close sales
- Reconfiguring workflow procedures to increase my team's efficiency by 45% over a 6-month period

I would like to meet to explore how my extensive knowledge of the real estate industry and outstanding track record for leadership and mentorship can help Century 21 Americana achieve its goals in 2021. Please feel free to get in touch to arrange an interview at your convenience.

Sincerely,

(Insert Signature Here)

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P.S. I would love to explain why I was voted Manager of the Year at my company in 2019.