## Jane Jones

Senior Medical Sales Rep 123 Address St., Seattle, WA 98122 jjones@youremail.com (123) 456-7890

January 1, 2021

## **CELIA ALVAREZ**

Senior Hiring Manager Vatica Health (123) 456-7890 calvarez@vhealth.org

Dear Ms. Alvarez,

Meeting and often exceeding my target sales by 20% for the last five years in the field is one of my most significant accomplishments as a sales representative. It's my desire to bring that same level of excellence to Vatica Health as a Senior Medical Sales Representative.

I'm drawn to Vatica Health's focus on patient engagement and wellness and its commitment to close gaps in care. With my recent promotion to Senior Medical Sales Representative within the 3M Company, I know I'm the right fit for the experienced, sales-driven representative you're looking for.

My past achievements include:

- Grew market share by 15% for over 25 products within the region
- Completed a temporary District Manager assignment during D.M. leave of absence
- Promoted to Sales Representative Trainer and led incoming new hires within orientation meetings and out in the field

I want to talk more about how my years of sales experience can bring insight and motivation to the Vatica Health Sales team. Please get in touch with me for an interview at your earliest convenience.

Best regards,

(Insert Signature Here)

## JANE JONES

P.S. — I'd love to explain how I received Sales Representative of the Year for fiscal years 2012 - 2013 and 2018 - 2019!