

SAMPLE COVER LETTER

Susie Jones

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Mr. Steve Barrons
Director of Field Operations
Gallo Sales Company
30825 Wiegman Road
Hayward, CA 94544

Dear Mr. Barrons:

I am writing to apply for the sales representative position at Gallo in Modesto. Ann Smith, a Saint Mary's graduate and Gallo employee, informed me of this opening.

As you can see from my resume, the internship I had with XYZ Corporation provided an opportunity for me to gain practical experience with account maintenance and cold-calling new accounts. As a waiter in a high end restaurant for the past four years, I have learned firsthand how to effectively manage customers and their demands. I have been formally commended by management several times, and honored as "Employee of the Month."

The skills I have developed from my work experience and academic background support my strong interest in a sales career. Ever since I decided to pursue a sales career, Gallo has been at the top of my list of prospective employers. The strides your company has taken in the retail consumer marketplace – namely the integration of your product mix in expanding markets – make Gallo a leader in the industry.

I would very much like an opportunity to speak with you regarding the sales representative position. I will call you late next week to discuss my qualifications for the position, or you can reach me in the meantime at (925) 631-1234. Thank you for considering me for this position.

Sincerely,

James R. Wolfe

Enclosure