

Mina Sayed

123 Bedford Avenue, New York, NY 12345 youremail@example.com (123) 456-7890

Thursday, June 30, 2022

Mx. Taylor Gibbons

Hiring Manager
FGH Corporation
(123) 456-7890
email@example.com

Dear Mx. Gibbons:

In my four years as regional sales manager for LMN Inc., I've led the organization to maintain near-perfect (98%) client retention despite various pandemic-related service challenges. I'm thrilled at the opportunity to now apply my sales leadership and customer relations skills at your firm.

Your job posting caught my attention. I also follow the principle that "a company can only succeed by helping its clients succeed." I've led my region to deliver steady revenue growth by renewing our focus on top-caliber customer service and experiences. In the past year alone, our achievements have included:

- Raising average customer satisfaction rate by 10%
- Landing new contracts with 6 major clients
- Trimming costs by 7% during a time of broad operational streamlining

This is just a sample of my ability to turn strong sales leadership into positive business results. I'd welcome the chance to speak with you further about how I can help grow and develop sales at your company. I appreciate your time and consideration and look forward to possibly hearing from you soon.

Sincerely,

(Insert Signature Here)

Mina Sayed