

Savannah Bateman

example@myemail.com
(098) 765-4321
456 My Street, San Diego, CA 76543

Emma Neal
Staples
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Neal:

Last quarter, I grew my client base by 22% while maintaining a 95% account retention rate. My expert product knowledge and networking skills inspired confidence and loyalty in clients. I hope to bring the same level of growth to the sales representative role at Staples.

Your brand's product set and focus on corporate clients is an ideal fit with my skills and experience. A driven professional with deep knowledge of local markets, I believe I can help your team significantly increase its revenue in 2024. My recent achievements include:

- Leading a local market research project that improved our product positioning and grew revenue by 43% in 2023
- Generating more than 110% of my quota for five consecutive quarters
- Converting 81% of leads into sales, with 62% becoming repeat customers

I'd appreciate the chance to discuss how my skills can make me a valued member of your team. Please let me know a suitable interview date. Thank you for your time and consideration.

Sincerely,

Savannah Bateman