

Simon Bishop

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA
76543,

Diane Young
The Big Sales Company
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Young:

Over my past four years as a sales executive, I've grown my client base 50% in a competitive market. I hope to make a similar impact as the newest member of your sales team.

With seven years of industry experience and a bachelor's degree in marketing, I'm drawn to your company's reputation for top-caliber digital products. My career highlights also include:

- Launching a social media strategy that increased our online presence and grew sales by 15%
- Raising customer satisfaction scores and retention by 10% in one year

I would like to further discuss the sales executive position at The Big Sales Company and how my skills can benefit your team. Please call or email me to schedule an interview. I appreciate your time and look forward to possibly hearing from you soon.

Kind regards,

Simon Bishop