

Jennifer Manning

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(098) 765-4321
456 My Street, San Diego, CA 76543

Michael Davis
123 Corporation
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Mr. Davis:

As sales manager at The ABC Agency, I've led a 20-person team to exceed monthly quotas and grow annual revenue by 20% in two years. With my passion for sales training, I know I could be a valuable asset to your organization.

I'm drawn to 123 Corporation based on its recent expansion into the medical supply field. I feel my past work with hospital suppliers and experience in the health care niche can benefit your company. My achievements also include:

- Launching a market strategy to improve health care industry positioning, which grew sales by \$210,000 (30%)
- Devising successful social media strategies to increase our online presence

I would love to discuss how my skills and experience can benefit 123 Corporation. Feel free to contact me to schedule an interview in the coming weeks. Thank you very much for your consideration.

Sincerely,

Jennifer Manning