

Jennifer Greene

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

Celia Alvarez
Northeast HVAC Solutions
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Alvarez:

I'm reaching out in regards to the sales manager position with Northeast HVAC Solutions found on LinkedIn. As you can see from my attached resume, I have a proven track record of managing, coaching, and developing high-performance sales teams to exceed revenue goals. I am confident I can achieve similar results for your organization in the sales manager role.

Northeast HVAC Solutions' reputation for customer success is what interests me in joining your team. During my time with Cadence HVAC Co., I led continuous improvement initiatives and successfully increased client satisfaction from 80% to 93%. I believe I'm the ideal fit for this opportunity based on my career achievements:

- Managed and built a team of over 40 sales representatives and account executives, coordinated the sales process for commercial HVAC equipment, and implemented new sales incentives
- Coordinated cross-functionally with the marketing department to align quarterly sales campaigns with overarching marketing strategy, resulting in a 10% increase in sales conversions
- Achieved 130% of annual sales quota and generated over \$25 million in annual revenue

I hope to speak with you further regarding how my sales management experience within the HVAC industry could be an asset to your team. Feel free to contact me via phone or email at your convenience. Thank you for your time and consideration.

Best regards,

Jennifer Greene