

# Mina Sayed

example@myemail.com

(098) 765-4321

456 My Street, San Diego,  
CA 76543,

Matthew Johnson  
UW Medicine  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Mr. Johnson,

With over six years of experience as a technical sales supervisor, I've developed an expertise in managing diverse teams in fast-paced environments. During my time with Acceleration Corp., I developed and managed a dynamic sales organization to improve revenue growth for technology product lines by \$300,000. I hope to bring similar success to SaaS Solutions Inc. in the supervisor position.

Your organization has a prestigious reputation for delivering cutting-edge technology solutions that strongly aligns with my technical sales background. I can help continue to improve your close rates and revenue growth based on the following achievements from my career:

- Managed a team of over 15 sales representatives and account executives, delivered training on upselling and cross-selling techniques, implemented new sales incentive programs, and grew revenue from \$200,000 to \$500,000 in two years
- Interfaced with high-value client accounts to identify opportunities for growth and recommend value-added services to ensure long-term customer retention
- Provided coaching and mentorship to team members to fuel career development and growth, resulting in the promotion of three direct reports to leadership positions

I hope to speak with you further regarding how my experience as a supervisor can benefit your organization's technical sales department. You may contact me via phone or email at your earliest convenience. I appreciate your time and consideration.

Sincerely,

Mina Sayed