

**[Your Name]**  
**[Street Address]**  
**[City, State/Province Zip/Postal Code]**

November 15, 2022

«salu» «firstname» «lastname»  
«title»  
«company»  
«address»  
«city», «state» «zip»

Dear «salu» «lastname»:

According to this week's business news, «company» is expanding its operations. With your company's innovative products coupled with aggressive marketing, there is no question that you will succeed. I would like to be part of this success.

As sales manager for a software developer, I have considerable experience in planning sales campaigns and then effectively implementing these campaigns. Recently I was completed such a sales campaign and was identified as one of my firm's sales leaders.

I can produce such results for «company». With [number of years] years of experience in the computer industry combined with my educational background, I can make an immediate contribution to your company.

I will call you next week to establish a convenient time for an initial meeting.

Yours truly,

[Your name]

Enclosure: Resume