Name

The Human Resource Officer

Name of Company

Dear Sir;

I would like to inform you of my intention to apply in your good office as a Sales Representative. It has been my long dream to be a part of your progressive company particularly in sales department and upon hearing that you have an opening I grab the opportunity.

I am Henry Phillips. I graduated in University of Illinois with degree of Bachelor of Science Major in Marketing. I have been employed in several companies including government and private companies. During those years I gained experience, skills and knowledge in sales which I am willing to share to your company.

At work I am proven to perform my duties according to my very best to please everything. I work as if I own the company and this is how I earn the respect and trust of my former employer.

Attached here is my resume for your preferences. I am hoping that this will merit your preferential attention.

Mr. Henry Phillips