Mr. Noel Diamond

Peterborough Road, Durham

Co Durham, DH1 8QX

November 10, 2010

Mr. Michael Lloyd

Human Resources Officer

Superb Sales, Co.

Dear Mr. Lloyd,

Your advertisement in last week’s issue of UK Chronicle caught my attention as I am currently looking for a position in the field of sales.  I consider my credentials to be highly qualified for your job vacancy for sales representatives.

I have an excellent background in sales and marketing, having taken a Bachelor’s degree in sales and marketing.  Aside from my education, I have an extensive work experience as a sales representative for ten years for two companies.  I have gained valuable lessons in my previous work which have improved my skills as a sales representative.  I also have a friendly personality and good inter-personal skills that are important in the job.  I have attached my resume for your review.

Please allow me to personally discuss my credentials further with you.  I am available at your convenient time.

Thank you.  I hope for your favorable response.

Truly yours,

Noel Diamond