Ms. Rita Hayes

General Manager (Sales),

Sunshine Products

New Milford CT 06820

Dear Ms. Hayes

With regard to your advertisement in the New Milford Times for the position of Senior Sales Representative, I am submitting my resume for your scrutiny and action.

At the outset, I would like to tell you that I have been working as a Sales Representative for the past 6 years and have been involved in the sales of products similar to yours. I have been responsible for the widespread outreach of the products in my earlier company.

My optimistic attitude coupled with my lateral thinking ability has resulted in the increase in sales and ultimately long term profitability for the company. I have often been appreciated by my erstwhile seniors for my convincing abilities and team spirit. I believe in working as a team member and have demonstrated laudable leadership qualities at my previous job.

I am available for an interview and you may contact me at (203) 777-0123 at your convenience.

I would like to thank you for your time and consideration and sincerely hope to hear from you soon.

Yours sincerely,

Bryan Walters

Bryan Walters

Encl. Resume