7th of July 2009

Jack Smith

HR Manager for Recruitment

Dominic Chemicals, Inc.

Durham, NC 34921

Dear Mr. Smith:

I am writing to express my interest in your current opening for a Sales Supervisor. I am already working in the sales department of the chemical industries for five years now. With continuous improvement and perseverance, I am confident that I can be an asset for the sales department of Dominic Chemicals, Inc.

I am highly adaptive and very competitive when it comes to sales. In previous tenure, I was successful in increasing sales for the whole team by modifying sale techniques which is focused on our targeted niche. I am very confident that I can do the same if not more for your company.

Attached is a copy of curriculum vitae for your perusal. It contains more details about my previous job descriptions and skills. I am looking forward to a personal interview with you for a better and keener discussion of my core competencies for the job. You call me at (515) 555- 6293 or email me at [kath.eden@hotmail.com](mailto:kath.eden@hotmail.com) for clarifications. I am willing to send further supporting documents if needed. Thank you for your time and consideration.

Sincerely,

(Signature)

Kath Eden

Enclosure Resume.