Dear Ms. Anne Smith,

I have been read of the job vacancy on your company from the notice you have posted on the classified ads. Please find enclose my resume and other credentials which I think are vital for knowing me better.

I have a vast experience in the field of sales starting on the day I graduated from college up to the last job I held which was a month ago. My first job was with an international company that supplies paper copiers. I was awarded many sales recognition during my three years stay there and consequently was a top performer every year.

I have provided two letters of recommendation from my former superiors. Should you find it doubtful please call them at the number printed on the letters. I am also happy to submit to an interview at your convenience.

Thank you. More power.

Truly yours,

Paul Mason