Mr. Gavin Jones

Quinton Road, Birmingham

West Midlands, B12 0RL

July 7, 2010

Mr. Frank Breakwell

Human Resources Officer

Alternative Sales, Inc.

Dear Mr. Breakwell,

Greetings!

I write this letter because I am highly interested in obtaining the position of sales manager currently available in your company.  I have worked for ten years as a sales manager and I have a degree in sales.  I believe these qualify me for the said position which I found out is available through your newspaper advertisement.

I am extremely well-versed in the field of sales and have worked with numerous clients.  As such, I can deal well with whatever problems may come with the job as well as the rigors that need to be dealt with.  I work well with others and I am a good team leader.  I carry an excellent work record from my previous employer which I had to leave since I had to transfer to this town for personal reasons.

I have attached my curriculum vitae for your reference. Please feel free to contact me for more details.

Thank you and more power to your company.

Sincerely,

Gavin Jones