

(This solution file is only a sample. Actual results will vary, but should contain content appropriate for a cover letter.)

[Your Name]
[Street Address]
[City, ST ZIP Code]
September 2, 2012

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I could not be more eager to join forces with you! If hired as the new leader of your sales team, I will use and foster effective sales skills and follow through until the deal is closed.

That's why I'm writing you again—to remind you of the uncommon benefits I will provide as your sales manager:

- The advantage of existing profitable relationships with decision makers at top retailers in all major markets.
- Unusual strength in perceiving industry trends and challenges, and translating them into sales opportunities—well before others do.
- Proven ability to put these advantages to work for you from day one.

As you know Ms. Stahl, I am very excited about working with you. Please let me know if I can help you make your selection by providing any further information or coming in for another interview. Feel free to call me at work or at home.

Sincerely,

[Your Name]