**INTERNAL POSITION COVER LETTER**

Today’s date

Jane Lasker

Senior Manager

Peabody Supplies Co.

Jane.Lasker@gmail.com

Dear Mrs. Lasker,

As a loyal employee of Peabody, I’m excited to formally apply for the Sales Manager position in the Marketing Department. As you are aware, since starting as a Sales Representative at Peabody two years ago, I’ve quickly mastered the requisite skills for the role, and helped our department exceed annual sales goals.

Since starting my career at Peabody as a Sales Representative, I have demonstrated my ability to learn quickly and exceed expectations. During my tenure, I developed excellent sales skills, honed my interpersonal abilities, and subsequently helped my department generate a 6% increase in profits this quarter. Additionally, this year has given me the opportunity to sharpen my leadership skills, having successfully onboarded 4 new employees, and assumed management over a small direct sales team. I’ve read the requirements for the Sales Management position thoroughly, and I’m confident that the skills I’ve gained in my time at Peabody, as well as my passion for the work being done here make me an ideal fit.

I appreciate your consideration and look forward to discussing this opportunity for promotion with you at your convenience. My supervisor is also happy to meet with you to elaborate on my performance in the Sales Department, and will attest to my qualifications. Please let me know if there is any other information, I can provide that will help you reach your final decision.

Sincerely,

signature

Kevin Eskola  
Sales Representative

Peabody Supplies Co.

Kevin.Eskola@gmail.com

(908) 225-9819