**SAMPLE EMAIL COVER LETTER**

**Subject:**Sales Manager - Robert Sierra

Dear Mr. Brooks:

My colleague Kathy White suggested that I contact you regarding the position of sales manager you have open at ABC Publishing. She and I worked together in domestic sales at XYZ Communications, and she encouraged me to contact you as she feels that my talents would make an excellent addition to your team.

My skill set in sales is comprehensive and proven over my years of experience. My communications ability, organization, outgoing personality and attention to detail have all contributed to my success, and I would bring the following to your team:

•  10 years of domestic sales experience with a solid client base

•  Leadership in strategic sales techniques, with experience in mentoring and managing successful groups

•  Track record of exceeding goals and influencing the growth of client base

•  Experience in marketing and social media

•  Ready to help promote digital and print publications in an expanding company

ABC Publishing has been a well-established leader in the industry for many years, and through its innovative initiatives has had a positive influence on local communities as well. I look forward to discussing the ways that I can contribute to these goals as well, through your youth outreach and literacy programs.

I appreciate your time and consideration in reviewing my attached resume, and considering me for the position of sales manager. My experience, skills, and goals are well matched for the position, and I would welcome the opportunity to meet with you to talk about how I can help ABC continue successfully into the future.

Sincerely,

Robert Sierra  
(555) 222-3333  
linkedin.com/robertsierra