**Christine Graham  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF**

**10th May 20XX**

**Dear Ms Graham,**

Your newly created position for a Sales Supervisor, which I saw today on the Dayjob.com website, would suit a driven professional like me who thrives in a fast paced environment.

I have a strong desire to succeed and possess the personal resilience and ambition needed to make a complete success of your position.

Since March 20XX I have been employed by ………………….. I’m comfortable where I am, but now feel it’s time to move on, hence this application. My role is split between sales and sales management, on the one hand I am in charge of growing key accounts, whilst on the other hand I am engaged in managing the performance of a sales team of over 20 people. At work I am renowned for recruiting, training, developing and motivating a team of sales representatives into a cohesive unit. My immediate managers are very satisfied with my level of work and in particular with my ability to create customer loyalty by understanding a client’s precise motivation, expectations, and needs.

During my career I have become proficient with desktop applications such as Microsoft Word, Excel and Outlook. I have also become an expert at managing loss prevention techniques in order to reduce shrinkage, project a positive company image and operate in the most cost-effective manner possible.

Right now I am keen to work for a company that will provide me with the tools and resources necessary to achieve challenging objectives.

I look forward to speaking with you in person regarding your vacancy and would very much appreciate the opportunity of having a one to one interview with you. In this regards please feel free to contact me at your convenience to arrange one.

**Yours sincerely,**

Name  
Address 1  
Address 2  
Tel: 0044 121 638 XXXX  
Email: info@email.com