3 November 20XX

**Ms Ann Chan**

**Personnel Manager**

**XYZ Corporation  
2/F Tall Building  
1, Main Road  
Hong Kong  
  
Dear Ms Chan,**  
Please accept my resume as an application for the open position of Sales Associate in your company. As a fresh graduate of Business Administration, the position appears to fit wonderfully with my education, experience, and career interests.  
  
Being a student of Far Eastern University, not only did I maintain excellent grades, but I was also a member of our school’s highly competitive and successful collegiate football team.  
  
My background as a student and an athlete has taught me to be an efficient manager of my time which, I am confident, is one of the important qualities needed by any professional in the sales industry. My experience with working in a team environment has also instilled in me the value of teamwork and cooperation. As a member of the team, I had to listen, learn how to motivate myself and others and understand the differences that exist among the members of the team. Through my achievements as a student and an athlete, I have proven that I am passionate about the things I do as well as dedicated.  
  
And while this would be my first time working in the field of sales, I am quite confident that with my skills and abilities, I can learn quickly and make an immediate impact to your team and to the company.  
  
Thank you for taking the time to consider my application and I look forward to hearing from you.  
  
**Sincerely,  
  
Signature  
  
Peter Lee**