**SALES POSITION COVER LETTER**

**[Date]**

Dear Mr. Robertson,

It is with great pleasure that I am applying for the Professional Sales position at Crane & Jenkins. As a recent graduate of XYZ University, not only did I maintain excellent grades, but I was also a Captain of the Hockey team that won more games than any team in the past twelve years.

My background has required me to be a strong manager of my time to balance school and athletics, which I am confident, will be a quality that will be important in this position. My years of working in a team environment, strong competitive natures, as well as my success in leadership, are also qualities that I bring to my career.

As a chosen team leader, I had to listen, motivate, think creatively and delegate so together, my teammates and I could achieve success. I have proven that I am passionate about what I do as well as dedicated. My goal is to join a company where there is growth potential so I am sure I can fulfill that need of yours. My personality and competitive nature have made me realize that my skills will be beneficial in dealing with clients in sales.

I am extremely passionate about the work in this profession and would be ecstatic to share my skills and experiences with your exceptional team. I appreciate your time and consideration and look forward to speaking with you soon.

Sincerely,

**[Your Name]  
[Phone Number]  
[e-mail]**