**To,  
The HR Department,  
Grey-yards Media Entertainment**

**Dear Mr./Ms. [Last Name]**

I have recently come across your Sales Manager job posting on the **(job portal).** I would be interested in applying for this position.

I have vast experience in sales, with more than ten years of experience in **(ABC).**  
Currently, I am employed as the Sales and Marketing Director in one of the leading Internet Media companies in the US.

Please find enclosed my resume. My resume provides up-to-date information on my background and qualifications.

I look forward to hearing from you,

Thanks and Kind Regards,

**Your Sincerely,**

**[Your signature]  
[Name]**