**July 27, 20XX
Ms. Rita Jones
VP of Sales
ABC Corporation
55 East Second Street
Some town, FL 55555**

**Re: Territory Sales Manager**

**Dear Ms. Jones:**

As your next territory sales manager, my focus and energy will be directed toward achieving the same multimillion-dollar growth for your southeast territory that I have delivered for my current and former employers.

I am a dedicated sales professional with experience propelling my assigned regions to record-setting revenue results. I oversee top-producing salesforces; multi-state territories; and retail, wholesale and distributer channels.

In my present role as sales territory manager at XYZ Company as well as in earlier sales positions, I have consistently met or exceeded quotas and expectations. For example, I have:

* Closed $6.8M in 20XX (20% above goal) to achieve a new territory record in overall sales volume at XYZ Company.
* Ranked in the top 5% of sales professionals company-wide throughout my career, including #1 revenue and market-share honors out of 100 colleagues nationwide during my tenure with DEF Company.
* Expanded account base by 23% during a time when industry sales declined by 10%.Regarded as an expert in consultative sales, account management and salesforce development, I am driven to sell, enjoy teaching others how to sell and take pride in serving my customers and channel partners with excellence.

I look forward to discussing plans for generating new business opportunities within ABC’s southeast territory, and I have some ideas I would like to share with you. The best way to reach me is my cell (555-555-5555) or email mf@somedomain.com. Thank you for your time!

**Sincerely,**

**Maria Frank**