

Your name
Address
Telephone number
Email address

Mr. James Jones
Title
ABC Company
Address

Date

Dear Mr. Jones

Could your business use more than \$50,000 in new revenue? That's what I've produced for seven straight years as an experienced sales and sales management professional.

Please consider the following:

You will benefit from my sales experience, which covers all aspects of the selling process, from prospecting and presenting to closing and client relations. By providing exceptional service, I create long term relationships and profitable referrals.

In my current role as a Senior Sales R, I train and motivate up to 15 sales staff, sharing best practices gained over 11 years of sales and marketing. While leading this team by example, I've personally sold more than \$500,000 each year since 2001.

You will also gain from my ability to innovate and capitalize on new opportunities. I recently helped roll out a new product, resulting in an additional \$250,000 in first year revenues for my employer.

I will call your office this Thursday morning at 8:30am to arrange a time for us to meet. If that is not convenient for you, please ask your assistant to call me at 813-671-1492 to arrange a better time for us to talk. Thank you very much for your time.

Sincerely,

(Sign your name in blue ink)

Type your name here

P.S. – If you are not hiring now, please pass this letter on to someone who wants to produce \$1.5 million in revenue from new and existing clients as I have done. Thank you.