

(Same heading as on résumé, unless sent via e-mail)

Date

Name

Title

Company

Address (if available)

City, ST zip code

Dear xxxxxxxx:

Thank you for your time earlier today. As a follow-up, I'm writing this letter to confirm my continuing interest in the Senior Sales Manager position.

With the end of the year and your hiring deadline fast approaching, I would like to simplify your decision with a brief overview of what I can accomplish for xxxxxx.

New Business Development: Including the 25 new customers I've brought in during the last nine months alone.

Growth: Like the 20 percent increase in sales combined with a x point increase in market share that I achieved last year, against a declining market.

Leadership: As illustrated in the reference letters from current and previous team members that I will provide to you and the Mentoring and Recruiting programs I have established with my current employer.

I have not concealed my excitement at the prospect of working for xxxxxxxxxxxx because it's the same enthusiasm I bring to my sales efforts, to supporting my co-workers and to managing my sales teams. As I look forward to the next round of interviews, please let me know if there is anything else I can do to influence your decision in my favor.

Sincerely,

Name