

Leroy H. Frye

5534 West 134th St. • Hawthorne, CA 90250 • (310) 643-0107 • loadop@aol.com

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Hiring Agent Name, Title
Company Name
Address
City, State, Zip

Dear Hiring Manager:

I am writing to you because I believe my experience and expertise in the areas of sales, business development, and management qualify me uniquely for the position of **Sales Director**, currently advertised as being open with your company. I am an award-winning sales and management professional who has played a major role in promoting the growth and profitability of every company for which I have worked. Now I would like to bring my abilities and knowledge to work for your company.

My sales and business development experience has provided me with a strong understanding of territory development, sales management, and problem solving, as well as account management and customer service. I am able to identify, acquire, and develop accounts, and have been recognized throughout my career for my ability to increase sales and revenue. In my present position, in addition to serving as Acting Sales Manager, I have consistently exceeded all sales and revenue goals, and have earned several major regional and national sales awards. My past achievements are indicative of a dynamic leader who possesses strong people and organizational skills.

My experience runs the gamut from account management, personnel training, and strategy development to customer support and territory management. What I would bring to any position includes superior communication skills, the ability to prepare and deliver effective presentations, and a proven commitment to first-rate customer service and satisfaction.

The accompanying résumé can serve to provide you with greater details of my background, and what I have to offer. I will call your office in a few days to inquire about the possibility of a meeting.

Thank you for your time and consideration.

Sincerely,

Leroy H. Frye