

[Date]

[Name of Hiring Manager, Title]  
[Name of Company]  
[Address]  
[City, State Post Code]

Dear [Mr. or Ms.][Last Name],

[Write a brief explanation of your experience in the particular field and interest in the role advertised. Make sure there is a great hook. You want to draw the reader in so that they want to know more about you. This section should be limited to one paragraph only.]

*[Example only] I am writing to express my interest in your advertisement/ current opening for a [.....], and submit my résumé for your review. Having served in sales and operational leadership roles for the past 8 years with continued success in meeting business/operational goals, I can make a valuable contribution to your organisation's future projects and initiatives.*

[Sell yourself. Point out why you would be best for the role. Use examples/or use as a guide your current or most recent position. Provide detailed summary of the role's key responsibilities and accountabilities].

*[Example only] What I bring to this position is a combination of team leadership, strategic planning, and business development skills that I have leveraged to meet and exceed expectations. I have analysed core operational/business functions and implemented the most appropriate solutions to drive continual business growth.*

*I have demonstrated proficiency in all core office administration functions, including document preparation, internal/external communications. I can manage the office environment without supervision, juggle multiple tasks effectively, and maintain the confidentiality of highly sensitive materials.. Examples of results from my experience with my current employer Hunter Pty LTD, include the following:*

[Provide details of your key achievements in the role as separate bullet points ie targets/ KPI's met and/or exceeded. Do not exceed 3 points as you can go into more detail in your resume. Examples below are for a sales role].

- ***Achievement of profit, sales volume, net price, and net revenue objectives as General Manager;***
- ***Average of over 20% sales growth across 4 years as Territory Sales Manager; and***
- ***Implementation of programs to achieve quality and risk mitigation goals.***

[Closing paragraph. In short explain the key aspects of working in sales and why you will make a good addition to the company. Thank the person hiring and invite them to discuss any additional information with you at their convenience. This section should be limited to 3 paragraphs]

*[Example only] In previous positions, I increased sales performance and motivated teams to meet employer objectives. Because my success in these areas covers multiple environments, I am confident I can do the same as a member of your team.*

*My résumé contains additional details regarding my career achievements. I would welcome an opportunity for an interview to discuss your organisation's needs and the results you can expect from me in addressing these.*

*I look forward to hearing from you at your earliest opportunity. .*

[Address]  
[Suburb, State, Post Code]

Sincerely yours,

[Name]