Date

Name

Address

Dear Mr. William,

I am writing this letter in reference to the position of ‘Sales Manager’, that was posted on your website on 6th February 20XX.

I am already serving as a sales manager in XYZ corporation. However, due to some personal reasons, I am moving to ABC state in the coming month, due to which I am looking for opportunities in the ABC state.

I believe I am a perfect match for this position at your company, as I have the relevant experience and skills. During my time with the XYZ corporation, I have learned many managerial tactics and have developed various skills, which I can bring to your company.

My communication and team-working skills have helped me win the best manager award for two years in a row. In addition to that, I have been able to increase sales by 50% during my three-year period at my current XYZ company. As both XYZ and your company deal with baby-care products, my in-depth knowledge in this filed can bring benefits to your company as well as would help me in adjusting to your company.

Along with this cover letter, I am sending my resume and other required documents. Please let me know at [X] if any other information is required.

Looking forward to hearing from you soon.

Regards,

Sarah Watson.