DATE

To

[Recipient Name]  
[Company Name]  
[Address]

Re. Application to Work as a Sales Representative

Dear Noah,

I am Sherry Rickards hailing from Louisville, Kentucky. I am writing this to you to present myself for the vacancy for the position of Sales Representative in your company. With reference to the notification of the vacancy for the said position posted in the Herald Newspaper on 20th April 20XX, I am here to tell you about myself.

I did my master’s in marketing management from the University of East London, England in 20XX. After completing my masters, I worked in Tesco for one year as a sales manager and then I moved back to my hometown in Kentucky. In Kentucky, I worked with the Swiss Group of Companies as a Sales Representative for two years from February 20XX to March 20XX.

Here I administered the selling section of the company and operated the management related to sales quality, enhancement, customer complaints, maintaining weekly reports, generating new ideas keeping in view the market trends. I also helped the Swiss group to enhance its working on customer engagement through contracts and coordination.

Due to the terrible outbreak of the novel coronavirus, I am interested in the jobs which are home-based.

I believe in my qualities of customer care, prospecting, and presentation skills. I have also attended a Verbal Communication Training Program which has helped me in making my communication skills better and advanced. I feel productive working under pressure and full of challenges and that is why I realize that I can prove and practice my skills and knowledge if I get an opportunity to work in your company. I am looking forward to your kind response.

Thanks.

Sincerely

(Signature)