Susan Jones

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September 1, 2018

Mr. James Redstone

Managing Director

GRE Enterprises

222 Market Street

San Diego, CA 20165

Dear Mr. Redstone,

I heard with great interest about the open position of Sales Coordinator at GRE Enterprises from my supervisor, James Gray. He suggested I contact you directly, as we had been discussing my next career opportunity, and my family’s upcoming move to the San Diego area.

At ABC, my contributions to the sales team have been well documented. My sales have consistently exceeded my goals by double digits, and my client satisfaction ratings have been maintained at the highest standards. My organizational and communication skills have placed me in a leadership role among the entry-level staff.

As you know, ABC is a company similar in size and scope to GRE. As I look toward my next position, I believe the possibility of continuing my career path in sales with your group will be a wonderful opportunity to help make your company even more successful.

I will be traveling to San Diego several times in the next few months and would love to meet you at your convenience to discuss how I can contribute to your sales team.

Thank you for your consideration.

Sincerely,

Susan Jones (signature hard copy letter)

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