SALES COVER LETTER TEMPLATE

Your Name

Your Address

Town/City, Postcode

Phone Number

Email Address

Date

Hiring Manager

Company Name

Company Address

Town/City, Postcode

Dear Hiring Manager,

Please accept this letter as an application for a role in your sales team. I am confident, target-driven, and enjoy building lasting relationships with customers.

I have strong communication skills, a persuasive nature, and the resilience needed to thrive in a competitive environment. I am eager to contribute to your success.

I would welcome the opportunity to discuss how I can contribute to your team. Thank you for considering my application. I look forward to the possibility of speaking with you further.

Yours sincerely,

Your Name