

# Jennifer Heart

## Sales Manager

*Sean Merchant  
Hiring Manager  
Dayjob Ltd  
The Big Peg  
Birmingham  
B18 6NF*

*Date: 18<sup>th</sup> September 2012*

Dear Mr Merchant

Your company recently advertised on the dayjob.com website for a Sales Manager. After reading the job description I am confident that I would be a perfect fit for this position as my experience and abilities precisely match your requirements.

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from other applicants. I am an expert at developing annual account development plans, in collaboration with other senior colleagues, to include strategic objectives, financial targets, sales and marketing plan and competitor analysis. This strength coupled with my proven ability to ..... have prepared me well for a position at your company. My core strengths include, but are not limited to the following:

- Actively engaging with clients to understand their strategic priorities and working hard to become familiar with the climate of their business.
- Following up all new business opportunities to establish working relationships.
- Overseeing the development of marketing materials and sales tools.

For additional information about my capabilities please view my attached resume.

Right now I want to work for a reputable and exciting company like yours where there will be a big stage for my talents. Therefore I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

I thank you for your time and I look forward to hearing from you.

Yours sincerely

*Jennifer Heart  
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