

Name of sender  
Address 1  
Address 2  
Email

Date

Name and address of  
person you're sending it to

**Re: National Sales and Marketing Manager**

Dear ?,

I am writing to enquire about possible employment within your organisation as a National Sales and Marketing Manager.

My passion and expertise lies in senior management and as you will see from my resume I have an extensive list of achievements including substantial profit increases, team leadership and innovative marketing strategies. With my proven abilities, I am confident that I can produce exceptional results in any senior management role.

In my own career development, the greatest satisfactions have come from exploring new ideas for creating the workplace of the future, where the needs of management and staff are integrated to get the job done. I believe that innovative approaches are necessary to the survival of corporations in today's market place.

I would be very grateful for the opportunity of an interview so that I can explain in greater detail how I can contribute to the growth of your company.

Please feel free to contact me via email or phone, at any time. I am looking forward to hearing from you soon.

Sincerely,

Applicant's name

Encl.: resume