

Ima Looking

2222 Getajob Lane • Kailua, HI 96744 • (808) 999-9999

June 28, 20—

Mr. Guy Hireme
P. O. Box 5555
Honolulu , HI 96817

Dear Mr. Hireme:

On June 25, 20--, I stopped by your office to submit my application documents for the Sales Manager vacancy (Position Number 1234). It has been three days since I submitted my application and I am excited to demonstrate why I would be an asset to your sales team and the Charleston Insurance Corporation (CIC).

In addition to my recently acquired Master's degree in Business Administration, specializing in Sales and Marketing, I have the following qualifications.

- Over ten years experience in developing accounts, motivating and supervising up to 20 employees, and providing the highest level of customer service.
- Awards and honors that include Trainer of the Year (2000) and Sales Production Manager of the Year (2004).
- Achievements that include increasing department revenues 200% in an 18-month period.
- Consistently outstanding performance evaluations.

Although these accomplishments are included in my application documents, my greatest strength is my empathy and compassion for others. This trait is reflected in my sales, supervisory, and life philosophies and ties in with Charleston Insurance's mission of "People First: Always There, Always Care."

I am eager to contribute to CIC's continuing mission. Therefore, I will call your office on July 1, 20--, to see if I might be able to meet you in person to answer any questions and further discuss my qualifications. Should you need to reach me before then, please call (808) 999-9999. I look forward to meeting you!

Sincerely,

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