

# Charlie Moore

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21<sup>th</sup> AUG 2017

Mr. Richard Jackson  
Hiring Manager  
Sales Manager Position  
ABC Company  
London

Dear Mr. Jackson

In response to your posting for the position of Sales Manager, I would like to present my resume for your review and consideration. Having worked in a wide range of media sales environments in both sales and sales management capacities I believe strongly I present solid experience which would make me an asset to your sales team.

I have had several experiences facilitating national marketing/sales managers and quickly developing rapport with clients as well as colleagues. My understanding of taking on key leadership skills has led me to be a proactive, solutions-minded individual with superior judgment and decision-making abilities. As a result, it has greatly contributed to my valuable insight on the unique position your company holds among its broad worldwide audience.

Greater detail is supplied on the attached resume, including my education in professional development, and I would be glad to elaborate on any of this information when we meet face to face. My 4 year tenure with my previous employer is a testament to my dedication, adaptability and penchant for learning and growing professionally.

I am confident that you will be interested in my track record and ability in order to help your company achieve important business goals while enhancing your company profile. I sincerely hope you will allow me the opportunity to demonstrate this by granting me an interview.

Thank you for your time and consideration.

Sincerely,

Charlie Moore