

**MARY JONES**

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Date

Dear Executive Recruiter,

I am a sales professional with a background in sales and operations management. Currently, I am seeking a new opportunity. My areas of expertise include:

- Increasing sales performance and growing net revenue.
- Recruiting and training sales representatives.
- Improving customer satisfaction and client retention.

I would appreciate your call to further discuss my qualifications and available positions.

Sincerely,

Mary Jones

Enclosure: resume