

MARY JONES
123 Any Street
Any City, State 55555
(213) 555-1234
Cellular/Messages: (213) 777-5678
e-mail: MaryJones@earthlink.net

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