

**JACK JEFFERSON**  
123 Any Street  
Any City, State 55555  
(213) 555-1234  
Cellular/Messages: (213) 777-5678  
e-mail: JackJefferson@earthlink.net

Date

Dear Executive Recruiter,

For more than 25 years, I have been a successful Sales Manager in technical sales dealing with appliance manufacturers and distributors. I am in the process of exploring new opportunities.

My areas of expertise include:

- Field Sales Supervision
- Sales Team Training
- Increasing contract representatives' sales performance.

Enclosed is my resume on the chance that you may be working on an assignment for a successful Sales Manager.

Sincerely,

Jack Jefferson

Enclosure: resume