

**MARY JONES**

123 Any Street, Any City, State 55555

(123) 555-1234  
Cellular/Messages: (123) 777-5678  
e-mail: MaryJones@earthlink.net

Date

Dear Executive Recruiter,

I am a sales professional with varied experience in customer service, sales administration and field sales covering large territories at the regional and national level. Currently, I am exploring new opportunities. My strengths include:

- Growing company and product visibility
- Establishing relationships with new clients and expanding sales to an existing customer base
- Ensuring customer satisfaction through diligent follow-through on sales orders and product delivery.

I would appreciate your inquiry to further discuss my background and available positions.

Sincerely,

Mary Jones

Enclosure: resume