

# David M. Smith

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5415 N. Clark Street  
Chicago, Illinois 60640  
(773) 907-8660

William Jones  
Harris Enterprises  
1111 N. State Street  
Chicago, IL 60611

Dear Mr. Jones:

I am interested in joining Harris Enterprises as a Sales Representative. The enclosed resume outlines my experience and achievements. I will be happy to provide references or further information at your request.

As my resume indicates, I have a proven ability to generate new business and grow existing accounts. Working in a multi-state territory, I developed long-term relationships with key accounts based on an ability to deliver results and solve problems. My clients look to me more as a consultant than a vendor because I take the time to learn their business and work hard to help them succeed. In addition to my sales achievements, I have also contributed to marketing efforts in product development and at trade shows. I am confident that this combination of skills and experience will make me a valuable member of your sales team.

I offer you the following qualities:

- **Organization:** Establish goals and consistently meet or exceed them by setting priorities and managing time effectively.
- **Customer Relations:** Encourage feedback from customers, and follow up to see that service meets or exceeds expectations.
- **Personality:** Disciplined performer who focuses on results.

This summary cannot fully communicate my potential contribution. I would appreciate the opportunity to speak with you personally and answer your questions.

Thank you for your consideration.

Sincerely,

David M. Smith  
enclosure