

# Teresa A. Jones

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5415 N. Clark Street  
Chicago, Illinois 60640  
H: (773) 555-7777  
C: (312) 555-1212  
tajones@yahoo.com

Dear Hiring Executive:

I am interested in joining your organization in sales or a related area. 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 worked in both health care and sales as a Registered Nurse and Real Estate Agent. This background gives me the experience and skill needed to market your products to medical professionals. I know how to build good relationships with doctors and nurses. I also have a hands-on understanding of medication and how to educate patients about them. Throughout my career, I have demonstrated a commitment to success. I am confident that this combination of attitude, skill, and experience will make me a valuable member of your sales team.

I offer you the following qualities:

- **Organization:** Consistently meet or exceed goals by setting priorities and managing time effectively.
- **Self-motivation:** Approach all tasks with a sense of ownership, responsibility and a dedication to doing quality work.
- **Personality:** Disciplined performer who focuses on results.

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

Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

Teresa A. Jones  
enclosure