

David M. Smith

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Chicago, Illinois 60640
(773) 907-8660

NAME
COMPANY
ADDRESS
CITY, STATE ZIP

Dear NAME/COMPANY:

I am interested in joining COMPANY as TITLE/POSITION. 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 generated new business and grow existing accounts for more than 10 years. Managing 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