[Company Name]  
[Address]

Subject: Applying for the position of [X]  
  
Dear Sir,

My name is john smith, and this document is being sent to you serving my cover letter. I am writing this letter to you because I came to know through yesterday’s newspaper that one post of the customer service manager is lying under your control. I wish to apply for the same post in your company because my professional qualification, set of skills and experience are relevant and according to desired criteria which you have mentioned in that advertisement.

I want to mention here that I have already worked in your organization as a customer services manager. But, to complete my higher education, I had to leave the company. Now, I am proud to inform you that I have a good track record of achieving big sales targets, having an MBA degree from the University of California. Accompanied by my experience and qualification, I think that I am an ideal candidate for this post which you have announced in the newspaper.

In my attached resume with this letter, I have also mentioned a list of my sales targets which I achieved in my last position as a sales manager in your company. It is witnessed from the record that I created key sales material.

In addition, I was involved in the process of training the newly inducted sales representatives, mentoring, and thereby transforming them into the best salesperson. Moreover, I also added several accounts to the company by using my own referrals and those are the company’s potential clients nowadays. I also contributed towards improving the financial condition of the company and the company’s revenue was doubled during the last three months of my leadership.

I am keen to discuss this opportunity during the interview. I have attached my detailed resume with this letter. After reviewing it, if you feel that I am well suited for this position, you are requested to contact me at your convenience.  I will feel proud to serve you again while staying longer with you. Thank you.

Yours sincerely,

John Smith