TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter of Intent for Job

Dear Mr. Lee,

Throughout my 15 years of experience in sales and sales management, I have always been impressed with your company’s reputation for exemplary customer service and your excellent sales record. I believe my experience and sales knowledge would make me an asset to Acme Sales.

Qualifications and skills I bring to the table include:

* 10 years’ progressive experience in retail sales management, consistently triggering year-over-year sales increases by more than 15% for each year of tenure.
* Proven leadership and teambuilding talents, successfully training and guiding teams of 20+ sales representatives to new levels of sales achievement.
* Keen analytical and strategic planning skills leveraged to control inventory/costs, reduce churn, and maximize sales productivity.

I would love to speak with you about how I can contribute to the sales team at XYZ Company. I will call you next week to arrange a time to discuss my qualifications further. I look forward to speaking with you.

Best,

Briana Applicant