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 Vincent Prasad,

During my 12-year tenure in sales and sales management for Product Life Inc., I've always been impressed with your company's excellent sales record and reputation for exemplary customer service. I believe my experience and sales knowledge can make me a valuable asset to Green Atmosphere as your next sales manager.

In the past year alone as sales manager for Product Life Inc., I've built a new sales team and increased sales by more than 15%. In my prior role as sales team lead, I oversaw the day-to-day activities of a 30-person sales team, where we used data to establish clear goals and objectives. I provide coaching and training to nurture a high-performance team. I also created a comprehensive training manual to reduce the onboarding process from 90 days to two weeks.

I'm a great match for Green Atmosphere because I'm both data-driven and customer-focused. I'm passionate about motivating employees to achieve sales goals, and I'm skilled at uncovering actionable insights with data to drive customer loyalty.

I've attached my resume to this email for you to review. Thank you for your consideration—I'm excited to learn more about this opportunity from you.

Sincerely,

Jacob Groutman