

[Your Name]
[Street Address]
[City, ST ZIP Code]
January 15, 2014

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

With your hiring deadline fast approaching, perhaps I can simplify this difficult decision with a brief review of what I can accomplish for you.

New Business Development: Like the 40 new customers I've brought in during the last six months alone.

Growth: Like the 20 percent increase in sales I achieved last year.

Leadership: Like the respect my team members have for me, as demonstrated in the letters of reference I've provided for you, and like the mentoring program I created.

I have not concealed my excitement at the prospect of working with you because it's the same enthusiasm I bring to my sales efforts and to supporting my co-workers in their efforts.

Please let me know if there is anything else I can do to influence your decision in my favor.

Sincerely,

[Your Name]

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