

MASUD BASHAR

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December 11, 2020

John Brown
Sales Manager
ABC COMPANY
123 Business Rd.
Business City, NY 54321

Dear Mr. Brown,

I wish to apply for the sales position advertised on Monster.com. JACK MA suggested that I contact you directly, as we have worked together, and he felt that I would be a good fit with your team.

For the past two years I have been working in sales for XXX & Co. I have consistently exceeded my targets and I was recognized last quarter for outstanding service. As an avid cyclist and user of many of your products, I'm aware that ABC COMPANY is a company with tremendous potential. I am confident that my experience, communication skills, and ability to convey product benefits effectively would enable me to excel in the sales role.

I would be delighted to discuss with you how I might be an asset to the ABC COMPANY sales team. Thank you for your consideration; I look forward to hearing from you.

Respectfully yours,

Signature (hard copy letter)

MASUD BASHAR