

## MASUD BASHAR

21 Spring Street, Anycity, NY 12000 · 555-122-3333 · msmith@email.com

December 11, 2022

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