

# Tom Johnson

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NAME  
COMPANY  
ADDRESS  
CITY, STATE ZIP

Dear NAME:

I am interested in joining COMPANY as POSITION/TITLE. The enclosed resume outlines my experience and achievements. I will be happy to provide references or further information at your request.

As my resume indicates, I am a Sales Manager who has consistently exceeded quotas for both national account management and team performance for 10<sup>+</sup> years. My achievements have included completion of several rollout projects, turnaround of an underperforming sales team, and a strong ability to build lasting relationships with key accounts. Throughout my career, I have demonstrated broad skills in consultative sales and project management, which has often involved partnering with clients to assess and solve problems related to budgets, operations, and technology. I am confident that this combination of skills and experience will make me a valuable member of your team.

I offer you the following qualities:

- **Organization:** Establish goals and consistently meet or exceed them by setting priorities and managing time effectively.
- **Persistence:** Maintain a positive attitude in the face of challenges and demonstrate an ability to overcome obstacles.
- **Personality:** Disciplined performer who focuses on results.

This summary cannot fully communicate my potential contribution. I would appreciate the opportunity to speak with you personally and answer your questions.

Thank you for your consideration.

Sincerely,

Tom Johnson