

EMILY JEAN SMITH

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December 29, XXXX

Mr. Gordon Middleton
President
ABCD Packaging Foods
1538 Some Road
Ottawa, Ontario T0C 1W0

Dear Mr. Middleton:

A mutual associate, Ross Someone, explained that you are seeking a Sales Executive that can take ABCD Packaging Foods to new heights. I believe that you will find that my accomplishments, achieved at Alpha Foods Incorporated and my previous employer, are verifiable, and contributed substantially to the millions of dollars in revenue generated by those companies. If you are interested in someone who is dedicated to building your organization's market value, then we should meet.

In addition to the key achievements listed on my enclosed resume, here are a few accomplishments from this past year:

Increased sales by 22%

Held market share and increased margins by 3%

Slashed operating expenses by 7%

Boosted revenue stream by 15%

What my resume cannot convey is my sincere enthusiasm for sales, team building, and ensuring competitive wins. Honesty and integrity are held in the highest regard, and I have always maintained the attitude, "Walk a mile in the shoes of a customer and treat him or her like you would like to be treated." I have instilled this belief during the training of many sales professionals, and it shows in the phenomenal success of the operation.

Mr. Middleton, at your convenience, please contact me at the above telephone number or by e-mail to arrange a meeting to discuss how I can make a lasting contribution to ABCD Packaging Foods. Additionally, I would ask that this correspondence be kept in the strictest of confidence.

Sincerely,

Emily Jean Smith

Enclosure