

Letter of applying for a position

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I am writing this letter to apply for the job of sales manager. I believe that I am an excellent fit to this position. In my previous job, I worked as a sales manager for more than 3 years. I did various types of work and learned a lot. I believe that I can be the best person who can excel in this job position

I have the experience of creating a positive environment which makes the working of myself and others very smooth. I am looking for your response.

Regards,

[You're Name]

[Senders Title] -Optional-