

Sample sales executive cover letter

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July 15, 2014

Ram, Ravi and Raj
123 Kankaria Blvd.
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Dear Recruiter,

Mary Andover, CEO of Divya Paper Distributors, advised me to contact you about career opportunities in executive management. Pooja is my former employer, and she recommended you as a recruiter whose professionalism she respects.

I'm interested in any turn-around executive situations you may be representing. In particular, I'm skilled at serving as an in-house manager and adviser to the Board. High-tech is the industry in which I have the most experience; I could also work effectively within neighbouring industries such as aerospace and biotech.

Thank you for reviewing my attached resume. Please contact me; I'm available for interviews immediately.

Sincerely,

Lekha Mehta

Resume is enclosed