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| --- | --- |
|  | **Your Name**  Street Address  City, Post Code  Phone  Email |
| **Recipient Name**  Job Title  Company Name  Street Address  City, Post Code |  |
|  | Date |
|  | Job title vacancy, reference number |

Dear [Ms. or Mr. Surname],

(SAMPLE TEXT) As an accomplished and seasoned professional, I was compelled to contact you with my interest in the Head of Sales Department opportunity with Weka Technologies. I bring an extensive background of success in this field and the qualifications required to make a positive impact in this role.

I offer a combination of unique skills and competencies, which I have developed through a lengthy and rewarding career. I have honed accounting and sales training skills while being proficient in critical thinking. I have contributed to organizational improvements, collaborative team efforts, and attainment of key business targets in previous roles.

In my previous role, I was a skilled and hardworking Deputy Head of Sales, but my previous employer was forced to lay off all employees due to the ongoing pandemic. While this period was unplanned and unexpected, I put the time to good use and am ready to get back to the workforce.

As my attached CV indicates, I offer the communication, collaboration and negotiating capabilities that you require in a new Head of Sales Department. I am eager to discuss the possibility of joining Weka Technologies' team. Please feel free to contact me for additional career details and qualifications.

Please do not hesitate to contact me at 123456789 or name@email.com to arrange an interview to discuss my application in greater depth.

I look forward to hearing from you, and I would like to thank you for your consideration

Yours sincerely,

Your name