

Sep 15, 2026

Dear Hiring Manager,

I am writing to express my interest in the Sales Manager position at ABC Corporation. With a Bachelor of Business Administration in Marketing and 14 years of experience as a Regional Sales Director, I have honed my skills in sales forecasting, lead generation, and customer relationship management while fostering strong team dynamics.

ABC Corporation's dedication to innovation and excellence resonates deeply with my professional philosophy. I believe that effective sales strategies are built on understanding market trends and client needs—two areas where I excel. My strategic thinking and adaptability enable me to navigate the complexities of the sales landscape effectively.

In previous roles, I have successfully led teams by instilling a results-oriented mindset while encouraging collaboration among team members. Mentoring others has always been a fulfilling aspect of my career; watching team members grow under guidance is immensely rewarding. My strong communication skills facilitate open dialogue within teams and foster lasting relationships with clients, ensuring their satisfaction aligns with our business goals.

I am excited about the opportunity to contribute to ABC Corporation's mission of empowering businesses through exceptional sales strategies. I look forward to potentially bringing my expertise in developing innovative solutions that drive revenue growth while nurturing client relationships further into your esteemed organization.

Thank you for considering my application. I hope to discuss how my background can align with your team's vision soon.

Sincerely,
Min Lee