

**Date: Today's Date**

**From: Sample Student [student@mail.missouri.edu]**

**Subject: Seasoned Sales Rep With BS in Personal Financial Planning for Regional Sales Manager**

**To: sample.employer@marriott.com**

Dear Mr. Employer,

Having broken sales records and exceeded sales quotas in all my previous positions and recently completed my degree in Personal Financial Planning from University of Missouri, I am an ideal candidate for the Regional Sales Manager position at Marriott Vacation Club International.

As the leading sales representative for Disney Vacation Club, I developed key sales material, trained new sales reps, and reinvented the way club memberships are sold. My team's revenue was more than double the average for the entire operation.

The vacation club industry is a dynamic and growing industry, and I am convinced I can help Marriott grow its reputation and dominant position in the industry.

I would love the opportunity to meet with you to discuss the position. I plan contact you in the next 10 days to discuss the position in greater detail. Should you have any questions before that time, please feel free to call me at (555) 555-5555 or reply to this email address. Thank you very much for your time and consideration.

Cordially,

Sample Student