June Armour

123 Main Street, Anytown, CA 12345 · 555-555-5555 · june.armour@email.com

September 1, 2018

Raymond Maximillian   
Sales Director   
Rubymax, Inc.   
123 Business Rd.

Business City, NY 54321

Dear Mr. Maximillian,

I am writing to express my interest in the International Sales position open at Rubymax, Inc. I am very familiar with your products and would welcome the opportunity to speak with you about how I could help increase your International presence.

My colleague Joe Smith recommended that I contact you directly about this position. Joe and I have worked closely in the industry for many years, and he thought that I would be a good match for Rubymax.

My ten years of experience marketing widgets internationally have given me an overall knowledge of the business, directly applicable to your interest in increasing sales abroad.

In my previous position as International Sales Rep with ZQR Company, I successfully increased our revenue in each of my territories by over 50 percent within my first year. In the five years I spent at ZQR, I helped to establish sales bases in an additional five countries, while continuing to increase revenue in all.

Please take the time to review my resume. I believe that I am an excellent candidate for the position you have advertised, and would very much like the opportunity to meet with you discuss what I have to offer Rubymax, Inc. I truly appreciate your consideration.

Sincerely yours,

June Armour (signature hard copy letter)

June Armour

**Subject:** Referred by Sloane Greene

Dear Ms. Future,

I am writing to you in regard to the position of billing manager that you have posted on your company website. I worked with Sloane Greene in the billing department of XYZ Enterprises for several years before taking a hiatus to raise my children.

When I mentioned I was returning to the workforce, she recommended I contact you about this position, as she felt that I would be an excellent fit for your organization.

At XYZ, I worked closely with Sloane to convert our billing system to handle the increase in sales volume the company was experiencing. I oversaw the seamless transition when our deliverables doubled in less than 6 months. I have successfully managed both small and large billing departments but am most comfortable in an environment like that at your company. I feel that my experience would be an asset to Bright Enterprises and would appreciate the opportunity to meet with you regarding the open position.

Thank you for your time and consideration. I look forward to hearing from you.

Regards,

Beth Maple   
bethmaple@email.com   
555-555-5555