

Dear Madame, dear Sir,

I am writing you this letter to apply for the sales manager position advertised in the Times. As requested, I am enclosing a completed job application, my résumé and two references.

As you will notice I graduated in marketing in 2003, and I believe that the experience and education I gained at university will make me a very competitive candidate for this position. The key strengths I possess that would make me an asset for your company are:

- I have learned how to work well under pressure over the years as I am now used to last-minute meetings.
- I enjoy working in a team as I strongly believe that two heads are better than one.
- In addition, I am fluent in English, French and Spanish.

My role as sales manager would allow me to demonstrate my ability to work efficiently and my determination to succeed which are well suited to your company.

Thank you for your time and consideration. Please, do not hesitate to contact me if you need further information.

I look forward to hearing from you.

Sincerely,