

## Sample Cover Letter with Bullets

Name  
Address  
City, State, ZIP code  
Date

Name (research and personalize)  
Title  
Company  
Street Address  
City, State, ZIP Code

Dear \_\_\_\_\_.

I am writing to you about the position of International Sales Manager advertised in the Wall Street Journal, for May 2, 2004.

For more than 11 years, I have been involved in international sales management, with seven years directly in the aerospace industry. My qualifications for the position include:

- Establishing sales offices in France, Great Britain and Germany
- Recruiting and managing a group of 24 international sales managers
- Providing training programs for all of the European staff, which included full briefing on our own products as well as competitor lines
- Obtaining 42%, 33%, and 31% of the French, German and British markets, respectively, dealing with all local engines and airframe manufacturers
- Generating more than \$32 million in sales with excellent margins.

My MBA was obtained from the Weatherhead School of Management at Case Western Reserve University and my languages include French and German.

I feel confident that an interview would demonstrate that my expertise in setting up rep organizations and training and managing an international sales department would be an excellent addition to your growing aerospace corporation.

I look forward to meeting you and will give you a call to follow up on this letter the week of (date) \_\_\_\_\_.

Yours truly,

(Signature)  
name