**Troy Freeman**

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| [Street Address] New York, NY 55900 | Email: [Email Address] | Phone: (555) 555–5555, Mobile: (333) 333-3333 |
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**Today’s date**

Ms. Linda Anderson, Human Resources Coordinator

ABC Company

Address, City, State, zip

**Re: Product Manager Position, Advertised in The Sales Scoop Journal**

Dear Ms. Anderson,

My experience and abilities appear to fit the position of product manager which you posted in this week’s edition of The Sales Scoop.

Please see my attached resume. I currently lead the marketing of our company’s products and am interested in identifying and launching new products.
I would like to use my excellent verbal and written communication skills to coordinate a team of coworkers to better position your company’s products in the market.

My modus operandi has me participating in the entire cycle of the project:

From the initial planning stages, through product research and development, QA testing and soliciting feedback from customers, and preparation of marketing budgets, to promoting the product through the media.

Some of my responsibilities include:

* Analyzing the current and expected future demand for a product.
* Determining prices to ensure company profitability.

My involvement in production, packaging, and ensuring that products comply with safety regulations has led to maximum sales and customer satisfaction.

It would be my pleasure to meet with you and discuss how my business aptitudes and skills can be utilized for increasing your company’s revenues.

Please be in touch with me at 222-444-6666 or [Email Address] to arrange a mutually convenient time.

Sincerely,

**Troy Freeman**

**Attachment: Resume**