**![MC900196202[1]]()Patrick O’Brien**

[Street Address] New York, NY 55900, H: 555-555-5555, [Email Address]

**Today’s date**

Mr. Morton Greenbacks

ABC Corporation

Street Address, City, State, Zip

**Re: Sales Consultant Position**

Dear Mr. Greenbacks,
Congratulations on your company’s recent merger with XYZ Holdings! I’m sure that you will be needing a sales consultant to maximize the opportunity to introduce your products to XYZ’s territory and XYZ’s products to your existing customers.

As you can see from my enclosed resume, my 11 years of experience as a sales consultant for marketing similar products as your own should lead to a profitable conclusion.

My current responsibilities and career highlights include the following:

* Conducting thorough market research and creating innovative sales strategies to promote products
* Seeking out new opportunities for new sales
* Meeting and surpassing sales goals
* Representing the company at presentations, trade shows, exhibitions, and business conferences
* Strengthening ties with existing customers and attracting new customers

It will be to our mutual benefit to schedule a time for an in-person interview at which we can receive answers to any queries we have.

You can reach me at 876-543-2109 or at [your email address].

Looking forward to hearing from you.

Patrick O’Brien

**Enclosure: Resume**