

Jane Swift  
18 Central Park Street  
Anytown, NY 14788  
516-555-1212

February 7, 2010

Phillip Smith HR  
Manager ABC  
Corporation 1  
Industry Plaza  
Anytown, NY 12096

Dear Mr. Smith:

Re: International Sales Manager, *Globe & Mail*, January 19, 2010

I was recently speaking with Mr. White from your firm and he strongly recommended that I send you a copy of my resume. Knowing the requirements for the position, he felt that I would be an ideal candidate. For more than eleven years, I have been involved in international sales management, with seven years directly in the aerospace industry. My qualifications include:

- Establishing sales offices in France, Great Britain and Germany;
- Recruiting and managing a group of 24 international sales representatives;
- 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 engine and airframe manufacturers; and
- Generating more than \$32 million in sales with excellent margins.

My Bachelor of Science degree in electrical engineering was obtained from the University of Anytown 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 with you, Mr. Smith, and will give you a call to follow up on this letter the week of February 21, 2010

Yours truly,

Jane Swift