

Your Name  
Address 1  
Address 2  
Phone  
Email

Date

Dear Madam/Sir,

I read with interest your advertisement seeking an advertising sales professional, as I believe I possess the attributes necessary to make the role a success.

As you will see from my resume, I have a proven track record in advertising sales as well as selling to all levels of management in the tourist/hospitality/travel sector in 14 different countries including Australia.

Adept at leading a team or working as part of a team, I am also an enthusiastic self-starter able to work from home. I have initiative and loads of drive. My personal motto is: "Never give up". Technical skills include telephone and face-to-face selling, Word, Outlook and Excel software proficiency and strong communication skills.

I hope to have an opportunity to meet with you to discuss how I could contribute to your team.

Yours sincerely,

Your name