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Date

Name, Job Title

Company

Street Address

City State Zip

RE: Independent Sales Representative

Dear Name:

I recently spoke with James Dean, who recommended I share my interest and qualifications for the Independent Sales Representative position available at (insert name of organization). This is precisely the type of position I am looking for, as it will allow me to utilize many of my [creative lead generation, etc] skills, yet more importantly, [some other compelling reason you want to work for them].

Please allow me to summarize the key qualifications that present me as an ideal candidate:

- Over 10 years experience [sales roles in business to business sales of services, entrepreneurial spirit and varied roles face to face sales strategies].
- [State something about your reputation for being pleasantly persistent].
- [Include how you take initiative, you are a self starter and typically operate without much oversight and operate as an advisor and advocate for small business].

Attached you will find my resume, which further outlines my competencies and passion for the Independent Sales Representative position. I look forward to following up with you on May 23 to see where you are in the review process and what the next steps will be. Thank you so much for your consideration and time.

Sincerely,

Sally Finkel
Sales Representative
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