

22 February 2011

John Buckingham  
QuantoPlus International, Ltd.  
85 Tuesday Road  
Omaha, Nebraska  
99586 US

Dear Mr. Buckingham

**Re: Sales Manager (job number 18859)**

I am interested in applying for the position of sales manager at your company, which was advertised on your website on 14 February 2011.

For the past two years I have worked as a sales director at a busy automobile store, where I have developed my customer service skills. The role also allowed me to develop my leaderships and interpersonal skills as I was working with a team of 13 sales associates on daily duties. Although I have greatly enjoyed this role, I am looking for a new challenge and fresh environment that will provide me with the opportunity to further develop my retail sales career.

I have enclosed my CV to support my application. It highlights that I will bring important skills to the position, including:

- high-level customer service
- cash-handling and sales ability
- motivation and dedication
- time management and strong organisational skills

I have been a customer of QuantoPlus for a number of years and have always been impressed by the quality of service I have received. I am enthusiastic and professional, and I believe I would fit well into the company's team culture and contribute to the on-going success of the sales department. I will quickly prove to be a strong and valuable asset to your team.

I would very much appreciate having the opportunity to talk with you to discuss the requirements and expectations of the position, and how I could use my skills to benefit QuantoPlus.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,

Mohammed Abdulaziz