

Your Name
Your Address
City, State Zip
Phone Contact
Emailaddress@provider.com

Date

Name of Addressee, Title
Company
Street/Mailing Address
City, State Zip

Dear Mr./Mrs./Ms.,

My neighbor, Joyce Smith, works at your company's satellite office as an IT Manager. She mentioned to me that your firm is expanding its sales and marketing department due to an increase in demand and she felt I would be an asset to that group. I have known Joyce personally for eight years and she always speaks highly of her employer.

My background in sales and sales management would help me adjust quickly to the product mix you offer, and I have forwarded my resume to you to explain how I could add value to your firm's sales force.

I will follow up with you to arrange a time for a conversation about open sales positions you feel may be a good fit for me based on my work history. Thank you for your time and I look forward to meeting with you soon. Please contact me should you have any questions or comments.

Sincerely,