

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./Mrs.,

As a long time resident of San Diego, I have always been intrigued with the success your company, ABC, Inc., has enjoyed in Southern California in the landscape supply industry. Your most recent story of achievement detailed in the local business journal is indicative of why your group is so successful and is expanding so rapidly.

My attached resume details my career in selling to and servicing firms that provide supplies to the landscape industry, from sprinkler heads to shovels, so I have an in-depth working knowledge of your business. I am seeking an opportunity to further my career and join a progressive, reputable landscape company like yours in a sales position where I could apply my experience and knowledge to help us both.

Thank you for your consideration and I look forward to speaking with you in a few days to arrange a convenient time for us to meet.

Sincerely,