

J.Q. S M I T H

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C L I E N T @ R E S U M E . C O M

Date

Mr. John Doe, Director of Human Resources
XYZ Company
000 Broadway Blvd.
City/State/Zip

Dear Mr. Doe:

“Leadership is a choice, not a position.” Stephen Covey said that and his infamous words have continually shaped who I am as a successful leader.

As a performance-driven *Sales Director* with a consistent track record in driving revenue growth, I am currently exploring a new career opportunity and believe I can make a positive contribution to your bottom-line performance. To acquaint you with my background, I am submitting my resume for review. In advance, thank you for your time and consideration.

As demonstrated, I have built a progressive sales career over the span of 15 years, rapidly promoting to leadership roles in recognition of my dynamic results. For the past 7 years, I have steered full-scope sales operations for a 5-state District, successfully launching new markets, developing high-production sales teams and facilitating over \$2M in annual revenue growth. I excel in identifying and capitalizing on lucrative markets, defining targeted strategies for capturing new business, developing and servicing key clients, and facilitating competitive leveraging. Among my achievements I have:

- Attained *President’s Club* for 5 consecutive years, benchmarked by my multi-million dollar sales performance
- Ranked as *Top Sales Director* amongst 10 district managers
- Designed and steered nation-wide training programs focused on maximizing market penetration and sales production

Complementing this, I earned an MBA in 2009, and previously graduated Cum Laude with a BA in Marketing. I am also an active member of the National Sales Leaders Association and have completed several highly-acclaimed Dale Carnegie sales and leadership programs.

As a management team member, you will find that I am positioned to deliver immediate and long term results, with a continual commitment to supporting you in not only attaining but also *exceeding* your goals. I am eager to discuss how my qualifications uniquely match your current & future needs and look forward to interviewing with you in the near future.

Professionally,

J.Q. Smith