

# JOHN SMITH

123 Main Street, New York City  
USA, 123456897  
Mail@mail.com

October 11, 2018

## Paul Walker

Recruiting manager  
Name of the Firm  
456 Main Street, USA  
+1234567890

Dear Mr. Paul Walker,

### Re: Application for Sales Manager

I am writing to express my interest in securing sales manager with your firm, in response to the job posting in the national post. Lorem ipsum dolor sit amet, consectetur adipiscing elit. In gravida feugiat neque sed consectetur. Vestibulum vitae vulputate tellus. Pellentesque non pulvinar ipsum. Duis sit amet lectus nibh.

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In that regard, I would appreciate the opportunity to meet with you to discuss my qualifications and possibility of joining your organization. Please find enclosed my resume for your review. I look forward to hearing from you.

Yours very truly,

**John Smith**