

123 Your Street
Lusaka
P.O.Box 123
Cell: 0966 XXX XXX
Email: your.name@emailprovide.co.zm

Mr Individuals Name
Job Title
Employers Name
1 Any Street
Lusaka
P.O. Box 12345

{insert date}

Job Reference: Sales Manager - Lusaka

Dear Mr {insert name},

I refer to the position of Sales Manager as advertised on www.gozambiajobs.com and believe that I have the skills and experience that you require for this role.

I am particularly interested in a career with {company name}, because of the high reputation of the organisation and the commitment to shown to investing in and rewarding your employees.

I am a results-orientated business graduate with over 5 years experience within a sales environment. In my current role I have consistently exceeded sales targets and have been awarded the title of top sales manager for the past 2 years. I received this award due to my dedication, commercial and financial acumen, and ability to manage new and existing accounts.

I began my career in sales during my time at Zambia University. Initially employed as a sales advisor on a part-time basis whilst still at university, I was offered a full-time role following my graduation. This role allowed me to develop a deep understanding of the role of the sales department within a large organisation. I was provided with extensive sales training and developed my communication and computer skills. In particular, I gained vital experience of using Microsoft Office and sales database, which I used to record, access and analyse customer information. Due to my performance I was promoted to the role of senior sales advisor within 12 months.

In addition to my extensive sales experience I also possess a BA in Business and Finance. This degree has proved extremely useful in my sales career as I developed skills in a number of relevant areas including: Data Analysis, IT, Marketing, Communication, Economics and Project Management. I was also required to make extensive use of information technology and to work with others to produce and present reports.

I hope my CV will be of interest to you and would like to take this opportunity to thank you for considering me for this role.

I look forward to hearing from you.

Yours sincerely,

{Your Name}