

**First Name, Last Name**

City, State, Zip Code

Email Address, Phone Number

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October 8, 2019

Name of the person  
Vege USA (CO.)  
1425 S. Myrtle Avenue  
Monrovia, CA 91016

Dear (address the person you will be emailing the letter to)

I would like to express my interest in the Sales Manager position that was posted on indeed.com. For the past fifteen years I have worked in the tourism and hospitality industry as a reservation clerk, group sales coordinator, group sales manager, and sales and marketing manager. I have extensive knowledge and experience in guest services, management, marketing and sales.

My extensive experience for many years in the hotel and tourism industry, has prompted me to provide excellent customer services to internal and external clientele. I have assessed the needs, inquiries, and concerns of former guests to establish strong rapport and quality guest services in all facets. I have had the opportunity to successfully direct and coordinate sales calls, inspections, forecast reports, revenue and profit meetings, as well as present and allocate various budget proposals to executives.

I am a dynamic, energetic and motivated individual who enjoys working in a fast-paced environment. I enjoy promoting the needs of a company in collaboration with its counterparts to successfully establish the goals and aspirations of all businesses, particularly in the hospitality and tourism industry.

I would appreciate the opportunity for an interview to further discuss my skills and qualifications as I think I would be a great asset to your company. Thank you for your time and consideration.

Sincerely,

First and Last Name