

COVER LETTER

[Date]

Michael Scott [Hiring Manager's Name]
Regional Manager [Hiring Manager's Title]
Dunder Mifflin Paper Company [Organization's Name]
1234 Paper Avenue [Organization's Address]
Scranton, PA 45678

Dear Mr. Scott,

Have you ever heard the saying "do what you love and you'll never work a day in your life?" Well, that's some of the worst career advice I've ever received. My philosophy is that passion and hard work can often go hand in hand, and that anything worth doing will require time and effort. That's what interested me most about the Sales Manager position, as it would allow me to leverage my passion for people and knack for sales into a role that has lots of growth potential.

In my current role as a Sales Associate, I'm able to cultivate relationships with each one of my clients and can recommend the products that best suit their business needs. This skill has allowed me to grow my client base by 20% in the last fiscal year. Understanding the product helped ensure that the agency earned over \$100,000 in policy holder equity by the end of the fourth quarter. One policy holder was so happy with our interaction, I received a nomination for our annual Outstanding Service awards. I'm excited for the possibility of growing Dunder Mifflin's customer base while retaining and managing the existing accounts, every client deserves a customized experience.

Dunder Mifflin has an excellent reputation in the community and I look forward to have the opportunity to deliver high-quality, value-added services with unquestioned integrity. Enclosed are my application materials, if offered the position, I will be ready to hit the ground running to help Dunder Mifflin exceed its own expectations.

Sincerely,
[Your signature]

Joe Griffon