**Robert Smith**

**Regional Manager**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This letter is regarding my interest in applying for the post of Regional Manager at \*\*\*. With advanced educational qualifications and more than 15 years of experience in managing and overseeing various departments, I am confident that I can be an asset to your company.

\*\*\*\* is known for its practical and structural approach to work in the field of retail management. \*\*\*\*’s innovative and pragmatic methods to supervise and maintain operations while maintaining customer service never cease to amaze me. I assure you that by being a part of your organization, I will be able to provide my service record and at the same time develop my skills, and expertise even further.

My background includes leadership skills, sales strategies, motivational skills, and exemplary customer service. From drafting sales development to ensuring successful implementation, I ensure that all the activities within the process are carried out well, and at the same time propel revenue growth and sales for the company.

At my current workplace, I conduct the following work activities –

* Leading and managing the sales team of more than 50 workers.
* A deep understanding and expertise in the creation and execution of successful sales strategy.
* The ability to build a strong relationships with other departments, and clients.
* Overseeing all facets of sales operations, and during my tenure was responsible for attaining 50% more profit within one year of my joining.
* Experience working for several industries including telecommunication, insurance, and financial services.

My experience has taught me to lead others, and the way to manage people efficiently while maintaining and increasing the company’s market share and value. I know the importance of building a strong relationship with customers, and I excel in that area. I believe that working at your company will provide me with an excellent platform to upgrade my skills and abilities.

Sincerely,

[Your Name]

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