**Jenny Austin  
IT Sales Executive**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@example.comhorizontal line

4th September 20XX

[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the IT Sales Executive position at [Company Name]. With my expertise in IT sales, along with my outgoing personality and excellent customer service skills, I am confident that I am the ideal candidate for the job.

I have more than five years of experience working in IT sales. During my time in this role, I have consistently exceeded sales goals and have built strong relationships with customers. I also understand the importance of customer service, and I have consistently provided world- class service to clients. My knowledge of the latest IT trends and products has enabled me to provide expert advice to customers, and I have successfully closed complex sales deals.

In addition to my sales experience, I have excellent communication and interpersonal skills. I am able to quickly build rapport with customers, and I am able to effectively listen to their needs and match them with the right products. I am also comfortable working in a fast- paced environment and dealing with changing market trends.

I am excited about the opportunity to join the team at [Company Name], and I am confident that my expertise and commitment to excellent customer service will be a great asset to the organization. I would welcome an opportunity to discuss my qualifications in more detail, and I look forward to hearing from you.

Sincerely,

**Your Name**horizontal line