

Peter Pioneer

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May 10, 20XX

Jane Doe
Creative Company
123 Anywhere Blvd.
Anywhere, CO 12345

Dear Ms. Doe:

As a top producing account manager in the sales industry, I am confident that I would be an outstanding business development representative for *Creative Company* in the Denver/Boulder region. My contacts in the region combined with my sales achievements and the ability to develop and foster long-term client relationships make me the ideal candidate for this position.

My previous accomplishments include:

- Ranked as **21st National Account Executive out of 246** Account Executives in July 20XX for achieving \$108,698 in monthly revenue. (*Big Business Journal*)
- **Increased sales by 131%**, from \$287,749 in 2003 to \$664,707 in 20XX. (*Big Business Journal*)
- Awarded **Top Local Account Executive** for producing highest revenue rankings for 2 consecutive quarters. (*Big Business Journal*)
- Achieved “**Most Pre-Booked Revenue**” for *Book of Lists 20XX*. (*Big Business Journal*)
- **Increased sales by 44%**, from \$600,000 to \$864,000 over 4 quarters on outside sales route. (*Heritage House Wines*)

In addition, I have followed *Creative Company*'s growth for several years and was excited to see that your innovation was rewarded with two AAF Awards in 2013. I would value the opportunity to work for *Creative Company* due to its outstanding creativity and reputation in the digital media field.

Given my extensive background in corporate and outside sales, I believe I would be a great asset to the *Creative Company* team. I am conveniently located in Broomfield, between Denver and Boulder and have established great contacts in both markets. I appreciate you taking the time to review my attached resume and would love to speak with you about this position at your earliest convenience. I may be reached during the day at cell (512) 001-9987 or at bulletedcoverletter@example.com.

Sincerely,

[insert signature image here]

Peter Pioneer