

January 17, 2015

Vanessa Thompson, Vice President of Sales
Digital Technologies
1288 Greenbrook Drive
Raleigh, NC 27601

Dear Ms. Thompson,

I am writing to apply for the Director of International Sales position (912345), which was forwarded to me by your colleague, Greg Erickson. I am very interested in the position, as I have partnered with Digital Technologies on a number of joint partnerships and have been impressed with the strategic direction of your international sales efforts.

A few highlights of my professional experience include:

- Managing a sales team of over 100 employees around the world, including Latin America, for Lynx Networks
- Developing and leading new strategic initiatives for Lynx, which increased Latin America sales by 23%
- Experience that spans all aspects of the sales cycle, from product development to account management

Digital Technologies has had record growth in the US over the past year, and I would be interested in helping to establish a stronger presence internationally and grow the sales force. I think there are additional opportunities to leverage joint partnerships with current vendors, which would increase market share.

I have attached my resume and look forward to discussing how my qualifications would be beneficial in this role. I will contact you next week to see when we might discuss the position further. Thank you very much for your consideration.

Sincerely,

Mark Ritter
(XXX) XXX-XXXX
XXXX@gsb.stanford.edu