

Sample Job Application Email - 1

By AmbitionBox.com

Subject: Application for the Role of {Sales Manager} at XYZ Ltd.

Dear Mr./Ms./Mrs. {Recipient's Name},

This is with reference to your job requirement on {portal name} for the role of Sales Manager. I truly believe that my qualifications and experience make me a perfect candidate for the job.

I completed my MBA in Sales and Marketing from {Institute Name}. I have worked as an Area Sales Manager and Assistant Marketing Manager at {Company Name}. During my stint as Area Sales Manager, I conceptualised and executed a Customer Engagement Program that resulted in higher sales. As Assistant Marketing Manager, I worked on the planning and execution of a new product launch. With 4 years of experience in B2B sales and marketing, I have an in-depth understanding of the process. I am confident that I will be the right fit for the job.

I have attached my CV to the email for your reference. Please have a look at it.

I hope to meet you and discuss this opportunity further. Thank you for considering my application for the role.

Best Regards,
{Your Name}
Mob - {Your Contact Number}
Email id – {Your Email Address}

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