

**Taro Suzuki**

ABC Tower

1-1-1, ABC, DEF-ku, Tokyo 141-XXXX

Mobile: (+81)90-xxxx-xxxx or (090-xxxx-xxxx)

Email: name@address.com

RGF Talent Solutions Japan K.K.

HR Department

ThinkPark Tower 6F

2-1-1 Osaki, Shinagawa-ku, Tokyo 141-6006

Tel: 03-xxxx-xxxx

E-mail: name@address.com

RE: Application for Sales Manager position

20 February 20XX

Dear Hiring Manager:

I am writing to express my interest in applying for the position of Sales Manager as recently advertised on your company's website. After learning about your company and this job vacancy, I strongly believe that my professional experience of 8 years, perseverance and profit-driven focus, will make me the ideal candidate for this position.

As the current Sales Manager at ABC Company for over 5 years, I lead a team of 11 sales staff and have developed strong relationships with key players in the manufacturing vertical, significantly increasing territory sales from less than 3,000,000 JPY to 6,700,00 JPY within 2.5 years. We achieved this after I implemented a system that focused on our product's unique value proposition, differentiating our product from the competition.

Prior to this, I've had 3 years of experience working as a Sales Representative at XYZ Company where I was awarded "Sales Person of the Year" for 2 consecutive years as a result of exceeding quarterly sales targets by an average of 20% over a 24-month period.

I am confident that my dedication and proven track record as a sales professional demonstrate my ability to substantially increase profits at your company. I truly think that my skill set and work history will complement your business operations and will become invaluable assets to your company.

In line with this, I hope to have the opportunity to further discuss my qualifications and experiences with you through an interview at a time most convenient for you. Should you require additional information, please do not hesitate to contact me at name@address.com or (090-xxxx-xxxx).

Thank you very much in advance for your time and consideration. I look forward to hearing from you soon!

Respectfully,

Taro Suzuki