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Date: [Insert Date]

Dear [Recipient]:

Your organization is currently looking for [Job Title] and it is a pleasure to come forward as a candidate for this position. You surely have multiple candidates to consider, and I feel obligated to honor the importance of this search to [Organization Name] by providing additional information pertaining to my professional personality and my unique background. Hopefully, this letter will help your team build a more comprehensive understanding of me as a candidate. In this letter, you'll first find information about the pause my career has taken since the fall of 2017 and then you'll find what has driven my previous success as a salesperson.

As you consider my candidacy, you've surely noticed that since August of 2017, my career has been on pause. This deserves explanation. In late summer of 2016, my father became seriously ill. At around the same time, Carriage House Imports needed me to relocate to Texas, and it was something I just couldn't do at the time. So, I left the organization and helped my family deal with my father's illness and ultimately, his passing. His death took a toll on my family, and in the months after his death I felt obligated to be available to my aging mother, so I didn't engage my job search in earnest until recently. Now, it's time to take the next step.

Now you'll find what I feels drives my success as a salesperson: flexibility and discovery. With respect to flexibility, in the past I've found that it was important to relocate from time to time to successfully execute on strategic company projects, and in 2014, 2015, 2016, and 2017 I relocated to support initiatives with Carriage House Imports. This flexibility is still a part of my professional profile—I'm able to travel or even relocate as needed for the right role. With respect to discovery, I've found that constant inquiry and analysis helps grow sales. I enjoy working with all levels of sales and distribution organizations, and each challenge can be viewed as it's own opportunity for discovery. So, flexibility and discovery have characterized my successes in sales thus far.

I understand how important it is to [Organization Name] to find a person who can contribute in this role. It's also important that [Organization Name] find someone who will be a collaborative, innovative, driven, and proactive member of the organization and that is certainly how others would characterize me. I hope that you have found this letter useful as you consider your pool of applicants and also sincerely hope that we'll be afforded an opportunity to communicate further about this opportunity.

Sincerely,

[Your Name]

[Your Title]