

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my interest in the Sales Director position at [Company Name]. I was encouraged to reach out regarding this opportunity by [Referral Name], who has spoken highly of your organization's commitment to [Specific Company Value or Market Goal].

With over [Number] years of experience in sales leadership, specifically within the [Industry Name] sector, I have a proven track record of scaling high-performing teams and exceeding revenue targets. In my previous role at [Previous Company], I successfully [Key Achievement: e.g., increased annual recurring revenue by X% or expanded market share in Y region].

My approach to sales management centers on [Management Philosophy: e.g., data-driven forecasting, consultative selling, or aggressive pipeline development]. I am confident that my background in [Specific Skill] and my ability to foster long-term client relationships align perfectly with the goals [Referral Name] mentioned for your upcoming fiscal year.

I have attached my resume for your review and would welcome the opportunity to discuss how my expertise can contribute to the continued growth of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]