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# Sales Cover Letter Format

1. **Salutation:** Start with a formal greeting like "Dear [Hiring Manager's Name]". If the name is not known, you can use a generic salutation like "Dear Hiring Manager".
2. **Introduction:** Introduce yourself and state the position you're applying for. Mention where you found the job posting.
3. **Body:** Here, highlight your experiences, skills, and achievements that make you a good fit for the job. Be specific and use quantifiable results if possible.
4. **Closing:** Express your gratitude for their consideration and your eagerness to discuss your application further. Close with a professional sign-off like "Sincerely" or "Best regards" followed by your full name.