

Shibuya-ku
Tokyo 151-0073
03-XXXX-XXXX
taro.daijob@email.com
日付→ 10th July 20XX

Ms. Anne White ←相手の住所・氏名・役職

Human Resources Manager

XXX Company Co, Ltd.

Minami Aoyama

Minato-ku

Tokyo 107-0062

Dear Ms. White,

I write in response to your job advertisement for a Regional Sales Manager based in Shinjyuku as seen on daijob.com ref: D12345.

I have 2 and 1/2 years' experience as a Team Leader in running a Sales team of 65 members for a leading US car manufacturer. In my time with my current employer I have:

- Researched the needs of potential clients and developed a strategic sales plan.
- Managed accounts of over 100 client companies.
- Achieved 188% quota last fiscal year and was awarded top sales person.

I can assure you that my experience, industry knowledge and track record to date make me a strong candidate for this role.

I am available to meet you anytime over the next couple of weeks. I can be reached at 03-XXXX-XXXX or taro.daijob@email.com Thank you very much for your consideration. I look forward to hearing from you soon.

Yours sincerely,

Taro Daijob ↓直筆のサイン



Encl. ←Enclosed の略。同封物(この場合は履歴書)があることを示す