

Sales Manager Cover Letter Sample 1

Rachel Anderson

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Mr. Jarred Marshall

Jarred Fine Jewelers

1602 Lilac Fields Lane, Apex, North Carolina 27502

Dear Mr. Marshall,

I'm writing in regard to the new sales manager position you have available at your esteemed company, posted on Indeed.com. I am a 2010 graduate from North Carolina State University, and hold a Bachelor's of Science degree in business and marketing. I have had the pleasure of working in this field for the past seven years, and have refined my sales skills along the way. I believe that my combination of professional experience and education gives me valuable insight that makes me a qualified candidate for the position.

I currently work for Adore Luxury Brand Outfitters as a sales manager, and have been successfully fulfilling this job's needs for the past three years. As a leader, my daily responsibilities are driving my teams focus, setting goals and working towards achieving them, analyzing data, and using every customer encounter to motivate and create training opportunities. I also handle customer concerns and complaints, as well as determining streamline ways to improve the sales process.

The experiences in my current position have given me the opportunity to develop my decision-making skills. I have learned to be a quick problem solver, and to diffuse stressful situations. As the head sales manager in my district, I had the chance to accompany my district manager to the annual sales board meeting, to discuss my successes and share the techniques I have been implementing with my team.

As you read through my resume, you will find that I possess superior communication skills. While I understand that every company holds different expectations, I am a very adaptable person, and know that my customer service skills will be easily transferable. Additionally, I am creative, and have great critical thinking skills that have led to superior decision-making abilities. My people skills are another strong point of mine, as I strive to remain friendly and approachable. This often results in quickly developing rapport with clients and colleagues.

Having previous experience working as a sales manager for a high-end establishment, I have no doubt I hold the ability to drive up the sales at your company as well. My positive energy and strong work ethic give me the confidence that I'll be able to make valuable and immediate

contributions to your company. I thank you for your time and consideration, and I look forward to speaking further with you in person.

Sincerely,
Rachel Anderson