

Sales Representative Cover Letter Sample 1

Grace Holiday

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September 7, 2018

Mrs. Abigail Areler

Hiring Manager

Finch Financial

1551 High Reed Road, Raleigh, North Carolina 27605

Dear Mrs. Areler,

I'm writing in regard to the open sales representative position you have posted on Indeed.com. As an experienced sales representative who has been in this field for over 7 years, I am very interested in this opportunity, and I am confident that you will find me to be a successful candidate for joining your team. I am a graduate of North Carolina State University, and hold an honors degree in Business and Finances. It is with great assurance that I believe I possess all the qualities you are seeking.

Currently, I am employed with Finesse Industries, as their senior sales representative. Being responsible for managing loans, assessing risk management, and closing client-derived deals, I work with the goal of using my well-rounded skill set to ensure a positive and effective work environment. Additionally, I also work on a personal level with our customers, to focus on their needs and goals, and plan accordingly to reach them.

During the three years I have worked at Finesse Industries, I have honed my cold calling skills, and have been able to implement several techniques to bring in business. During this year alone, I have increased our customer base by 40%. I am proud to say that I continuously exceed the sales goals and monthly quotas given, and have developed my leadership skills through leading a small team that ranked among the top 3 when compared to the other locations in our district.

I am a firm believer that strong communication skills are the key to success, and mine are nothing short of superior. I also consider myself an active listener when it comes to serving my clients, and I am able to easily connect with customers from all walks of life. Among my other skills, you will find that I am a dedicated individual with good attendance and punctuality. While I possess the ability to work individually, I am also a team player, and understand the true value of contributing to a team effort.

I sincerely look forward to discussing my qualities and traits more in-depth face-to-face, on Skype, or on the phone. Having thoroughly read up on your business and all it has to offer, I

think I would make a fine addition to your team. I would enthusiastically and humbly accept an interview, should it be extended, and I thank you greatly for your time.

Sincerely,
Grace Holiday