Anthony Serrato

1228 Deerpark Drive

Fullerton, CA 92831

(951) 525-2640

Anthony17serrato@gmail.com

April 19, 2020

[COMPANY NAME]

[COMPANY ADRESS]

<body 1>

This letter is to express my avid interest in your [POSITION NAME] position listed on [POSITION POSTING LOCATION] I believe that the skills I have learned from my computer science courses as well as my experience in personal projects make me an exceptional candidate for your position.

I am currently employed with HelloFresh meal-kit delivery service as a “Brand Ambassador” where I conduct face-to-face sales at various events all throughout Southern California. I represent the company and using my vast product knowledge and well-developed interpersonal skills, I speak to hundreds of people on a daily basis in order to demonstrate the benefit to using our product over the competitor’s.

My prior sales experience includes my time spent being a sales representative trainee at Fitness 19. I conducted face-to-face sales with potential new clients and assisted with customer relations. Similarly, I helped to resolve customer concerns and complaints pertaining to their contract by conducting account inquires and traveled to local businesses to offer special rates and discounts to the owners, customers and clientele. I was also trained on the use of a complex database system which aided in finalizing sales contracts and the day-to-day operations of the facility.

I also recently held a position with California State University Fullerton’s Associated Students Inc. as a “Street Team” Marketing Representative. In this role I was tasked with stimulating student interaction through various promotional means, building a strong social media presence, and engaging in meaningful and effective conversation with fellow students about the services offered at the Student Recreation Center. Furthermore, I oversaw training new representatives on how to effectively communicate with the student body and provide quality customer service.

In addition to my sales and marketing experience, I gained valuable interpersonal skills as a weight room attendant at California State University Fullerton’s Student Recreation Center. I was responsible for overseeing the weight room floors and enforcing recreation center policy. I coordinated with upper management to maintain high levels of customer satisfaction and improve the overall guest experience and helped to create a positive and welcoming environment by interacting with guests and addressing any concerns they may have. This position required me to work with teams up to ten people at a time and multi-task in a fast-paced environment with rapidly changing needs.

Overall, I feel that the courses I have taken in college and my prior work experience make me an ideal candidate for this position. I would greatly appreciate the opportunity to schedule an interview to further discuss my candidacy. I am confident I will be able to meet and exceed the expectations placed upon me. Thank you for your time and consideration. Please do not hesitate to reach out if you have any questions regarding my qualifications.

</body 1>

</body 2>

Another body for a different type of position…

</body 2>

Sincerely,

Anthony Serrato