



JAMIE CHASTAIN

Dear recruiter,

Perseverance, excellent communication skills, and a goal-driven work ethic are all required for sales success.

As your next Sales Representative, I am ready to make a big impact as a competent sales professional with a proven track record of effectively creating new business and driving revenue growth.

Among the highlights of my experience are the following:

- Maintain a career-long track record of achieving and exceeding sales goals while continuing to receive recognition, awards, and incentives for superior sales performance and customer service.
- To increase client retention and satisfaction, build trusted and long-lasting relationships with customers, dealers, and management teams.
- Uses outstanding communication, presentation, and time management skills to maximize sales and earn the highest levels of client loyalty and recommendations.

Next, give instances of why you're the best candidate for the position.

- Don't be afraid to utilize bullet points and figures to highlight your accomplishments. Instead of simply describing your previous experience, show the recruiter or hiring manager what you could add to the position.
- Demonstrate your enthusiasm for being a member of the firm and team.

Finally, include your contact information and preferred method of contact. Offer to meet with the reader as soon as possible.

Thank them for their time and consideration, and let them know you hope to hear from them soon.

Before you email your cover letter, read it aloud to catch typos and overly wordy sentences.


You might also have a buddy go through your cover letter.

Best wishes in your employment hunt.

Sincerely,

Jamie Chastain
Sales Representative

 **Contact**

 (123) 456-7890

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