

To Marianna
Uni Consulting
12/10/2016

Dear Marianna,

This cover letter is in regards to my interest in applying for the Sales Manager position posted through rabota.ua website. With my skill-set and competence in sales and trading, I can import into the company's business process qualitative and exemplary presentation of good customer service and business communications. I am ready to improve Uni Consulting achievements with my own work and personal experience dealing with a team for a common purpose to aim to meet our clients' financial goals.

While studying at Petro Mohyla Black Sea State University I have developed my knowledge in political management and technologies to "sale" such political "products" as creditworthiness, appearance/positioning to public, political image/program and many others.

While working as a cashier at Home Depot (Anchorage/AK/USA) I have learned how to work in a team being involved into sales business and customer service.

While working as a translator/assistant in "DC Connections" (Mykolaiv/Ukraine) I have developed my skills in business communication with native English speakers from all over the world. That gave me the full conception of cooperation, customer communication, client relations and mentoring.

I have imposed my resume indicating my academic and professional skills and look forward to hearing from you in due course to join your team.

Yours sincerely,

Svitlana Havryliuk

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