**Patrick Bergeman**

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To whom this concerns,

I strongly believe that I am a great fit for your company and would appreciate the opportunity to become a valued member of your team.

I have a strong common sense and can calmly and methodically handle any situation. I’m extremely confident in executing what is expected of me and am not easily intimidated by those who think less of me.

I feel that I have a tremendous ability to interact with people. I would welcome the opportunity to become a salesman. I am honest and have an understanding of what people want because I listen to them. I am extremely well versed and can communicate with anyone on any level.

I am a fast learner and work well with others. I consider myself a “team player” and treat people with kindness and respect, no matter who they are. I am quick to smile and laugh and easy to get to know.

I understand the importance of work performance as well as attendance and being timely. I am both trustworthy and punctual.

My resume provides further details of my skills and education background. Please contact me at your earliest convenience for more details. I am very interested in meeting you to learn how I can become a member of your team. I am confident that I would be an asset to your company.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Patrick Bergeman

231-215-3998

Pbergeman90@yahoo.com