

ROHIT SINGH

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Dated: dd/mm/yy

Dear Sir/ Madam,

It was with great interest that I read your recent posting in the XXXXX newspaper/website for the position of XXXXXXXXX. In response, I enclose my resume for your consideration.

A brief review of my credentials will confirm that I am capable of serving as the catalyst for achieving revenue objectives and organic growth through effective contributions. I am a Management Graduate with specialization in Marketing & Finance coupled with an experience of 3 years including 2 years in International Marketing / Business Development and Export operations

I have been associated with TVS Motor Company as Assistant Manager - Sales & Marketing in their Two Wheeler Business, based out of Bhopal.

My ability to analyze needs and create unique solutions designed to yield a profitable outcome has proven to be one of my greatest assets. Credited with significantly impacting bottom-line profitability, I have excelled at streamlining processes to boost productivity and sales. Proactive management of crucial external relationships with international clients allowed me to increase revenue significantly. I also negotiated exclusive relationships in a key market segment thus expanding the company's share of that segment remarkably within a short span of time.

I know that my strong commitment to high ethical and professional standards and flexibility in devising proactive responses to changing socioeconomic conditions would allow me to make a significant contribution to the [Company Name] team. I am certain that my presence in your team will prove to be beneficial to your organisation. I would like an opportunity to speak with you to evaluate your needs and share my ideas on the same as well.

Thanking you.

Sincerely,

ROHIT HANSPAL

Enclosure: Resume