

Johann Harvey

johann@you.mail

Sales Cover Letter

Hiring Manager

DexTrium

Durham, NC 27701

Dear Hiring Manager,

I am writing to express my strong interest in the Sales Representative position at your esteemed company. My proven track record of consistently surpassing sales goals, along with my unwavering dedication to delivering exceptional customer service, leads me to believe that I am well-suited for this role.

At my previous position with a sales solutions company, I regularly met and exceeded monthly sales targets, successfully developed a client outreach strategy that greatly boosted customer acquisition, and used my excellent interpersonal skills to cultivate long-term client relationships, resulting in consistent repeat business and referrals.

Your company's commitment to innovation and customer satisfaction resonates with my professional values. I am eager to apply my strategic sales approach and enthusiasm for your products/services to contribute to your continued success.

Enclosed is my resume, which provides further details about my professional background. I would welcome the opportunity to discuss how my skills and experiences can benefit your team. Thank you for considering my application. I look forward to speaking with you soon.

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Ying-Ying Zheng



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Successful Sales and Marketing Letters and Emails Dianna Booher, 2012 Ever struggled to make your follow up email to your sales appointment say something more meaningful than thank you for meeting Have trouble getting a prospect to commit to more than Email me some information on that and I ll take a look How do you introduce yourself as the new BD manager when the inactive account doesn t even remember your company name So what do you put in your proposal cover letter that hasn t already been said in the full proposal If these issues present problems when you sit down to write a customer or prospect you re not alone But if you re a sales professional or entrepreneur then you know that writing letters and emails to your prospects and clients can be your most powerful sales tool But is it Really Or is that the paperwork that gets put off until overcome by events Unlike the spoken word that quickly fades from memory the written word has staying power power that can deliver your message while building lasting relationships And if you re a business development or marketing manager then you know that writing sales letters and marketing emails is a valuable and necessary part of your job But writing can eat away hours and hours of your time Successful Sales and Marketing Letters and Emails provides you with an effective fast way to generate powerful prose on all the routine and sensitive issues you face each day Setting up sales appointments Following up on client and prospect meetings Dealing with disgruntled customers Introducing new products or services Announcing the discontinuation of a product or service Encouraging a distributor to increase volume Raising prices Introducing a new business development manager to the territory Reactivating inactive accounts Changing the commission structure Handling credit and collection issues Requesting testimonials Asking for referrals Engaging clients or prospects with staying in touch contacts Getting people to complete your customer satisfaction surveys This collection of 399 sample sales letters and emails will save you time increase your sales open new business development opportunities strengthen your marketing position and increase goodwill among your customers and employees These sample sales letters and marketing letters are grouped into these main categories You ll find sales letter templates to handle the entire customer experience A Z The Sales Cycle 106 sample sales letters or emails Routine Customer Transactions 82 sample sales letters or emails Goodwill and Ongoing Customer Relations 41 sample sales letters or emails Sales and Marketing Management 82 sample sales and marketing letters or emails Credit and Collection 77 sample letters or emails How to Use This Successful Sales and Marketing Letters Package You have two choices Either 1 Download the PDF package and select the samples sales letter or marketing letter you need Then copy and paste it into Microsoft Word or any other word processor Send it out 2 Read samples to get the flavor of what the sales letter or marketing letter should say Then pick and choose sentences you like to use in composing your own sales letter Total Number of Marketing and Sales Letters and Emails 399 Total Number of Situations Topics 101 If you need a sales letter or marketing letter to communicate your message clearly concisely and compellingly and you don t have the time or the skill to find exactly the right words this collection is your answer Author

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