

# Sales Assistant Cover Letter

9131 Zachariah RidgeSouth Waldo, KY 68026

**Dear Reese Jakubowski,**

I am excited to be applying for the position of sales assistant. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for analytics and insights to drive business performance and inform pricing, investment and innovation decisions.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Health Insurance Producers License is preferred
- Experience with Contact Management or Sales Support software is preferred
- PC Skill Excel Word Power Point
- Excellent capacity for analysis
- Interest in ad sales and broadcast television
- Demonstrated mastery of PowerPoint, MS Word and MS Excel
- Some experience with JDE and CRM programs
- A good communicator and be able to develop and maintain relationships

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Hayden Bechtelar