

# Sales Assistant Cover Letter

1692 Ahmed ManorsPort Cory, WI 45140

**Dear Landry Goyette,**

I would like to submit my application for the sales assistant opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for insights on core business activities (DSMPs) that focus and drive the Field Sales team to improve performance and execute against objectives.

Please consider my experience and qualifications for this position:

- Change order dates, per customer request, and communicate these changes to appropriate personnel
- Strong presence and understanding of Social Media
- Alphabetize better than the alphabet
- Be more accurate in Data Entry than Siri
- And know how to process Purchase Orders
- Assisting the Sales & Marketing team in managing the community's sales & marketing database
- Communicates effectively and clearly with station business and traffic departments on daily basis
- Able to build and maintain strong relationships

**Thank you for taking your time to review my application.**

Sincerely,

Greer Bins