

# Sales Assistant Cover Letter

6565 Borer Divide New Lonimouth, PA 31905

**Dear Emery Hammes,**

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

In my previous role, I was responsible for insights on the .com business to drive results and take action on business opportunities.

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:

- Reporting, analysis, tracking and optimization of orders
- Oversee departmental submission of bi-weekly timesheets
- Draft accurate and appropriate correspondence and communications
- Training in radio-specific research and sales programs to assist the Account Managers in preparing sales presentations, account lists, or other documents as assigned
- Performing general administrative duties such as filing, faxing and copying
- Contacting freight forwarders to import/export from suppliers and make delivery arrangements
- Calendar management for senior leaders
- Identify immediate clerical needs and provide proper/timely solutions

**I really appreciate you taking the time to review my application for the position of sales assistant.**

Sincerely,

Rory Zulauf