

Business Center Cover Letter

9490 Vanessa Island Stacyburgh, NJ 39568-2582

Dear Sutton Nader,

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

In my previous role, I was responsible for visibility the business units require to meet customer needs, identify resource requirements, forecast shop loading and provide value-added offerings in response to customer inquiries.

My experience is an excellent fit for the list of requirements in this job:

- Exhibits excellent verbal and written communication skills, along with strong technical skills and computer knowledge
- Strength in leading teams and managing multiple projects
- Proven detail-oriented, time and project management skills
- Strong presentation skills in communicating key business information to senior management
- Thorough knowledge of Microsoft products
- Demonstrated success in cross-selling, up-selling and sales referring
- Demonstrated success meeting established sales/referral goals
- Strong organizational and time management skills showcasing independent initiative

Thank you for your time and consideration.

Sincerely,

Briar Sawayn