

Development Representative Cover Letter

3435 DuBuque HillsNorth Seanstad, CT 98146-4123

Dear Charlie Osinski,

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

In the previous role, I was responsible for administrative support functions such as directing phone calls, sorting and distributing mail, establishing and maintaining files, document management, preparing correspondence, maintaining office equipment, resolving hardware and software issues, ordering office supplies and maintaining adequate inventory levels, etc.

Please consider my experience and qualifications for this position:

- Broader business knowledge and acumen
- Good agronomical knowledge
- Prospect via phone and email to educate customers and uncover business opportunities
- Will run campaigns making 50 calls a day or more
- Call on event leads (trade shows, webinars, etc) or targeted accounts to uncover business opportunities
- Interpret customer requirements, proactively act to identify solutions that meet customer needs
- Set Discovery Meeting appointments for Regional Sales Teams for a specific region
- Use Salesforce.com to log activities and track leads

I really appreciate you taking the time to review my application for the position of development representative.

Sincerely,

Tyler Beahan