

Development Representative Cover Letter

649 Hickle RunPort Leandro, WA 32339

Dear Bellamy Kuhic,

In response to your job posting for development representative, I am including this letter and my resume for your review.

In the previous role, I was responsible for administrative support functions, such as answering and directing phone calls, sorting and distributing mail, establishing and maintaining files, document management, maintaining office equipment, copies and faxes requested documents, resolving hardware and software issues with information technology for staff, ordering office supplies and maintaining adequate inventory levels, etc.

Please consider my experience and qualifications for this position:

- Strong background in Plastics/Polymer/Materials application development
- Competitive, passionate and hungry for success
- Be adaptable to change, in a fast paced environment
- Generate new business opportunities to grow revenue
- Highly motivated to be part of a fast entrepreneurial team
- Self-motivated with proven track record achieving measurable monthly lead development/sales goals through outbound prospecting
- Experience and successful track record selling/presenting to "C" level business executives – CIO, CTO or VP of IT
- Positive and energetic, excellent listening skills, strong written and verbal communication skills

Thank you for considering me to become a member of your team.

Sincerely,

Ryan Bailey