

# Development Representative Cover Letter

7347 Kris TrailNew Aura, ME 67329-8121

**Dear Casey Hauck,**

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 support to the Foundation Relations and Corporate Giving office, including mail management, filing, ordering and inventory of supplies, management of calendars, and scheduling of meetings.

Please consider my qualifications and experience:

- Fluency in German is desirable but another 2nd language would be essential
- Strong sales acumen and driven toward a career in sales
- Goal oriented, with capacity and drive to reach and exceed performance targets
- Strong PC and web based application user proficiency
- Strong proficiency with MS Word, Excel, and Outlook
- Knowledge of and experience with SalesForce
- Tech savvy, enjoy learning about technical products and are eager to begin a career in technology sales
- Establish rapport with contacts by offering resources (webinar invitations, white papers, relevant blog articles, ) and understanding where the prospect is in the buying process

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Indigo Hegmann