

Inside Sales Coordinator Cover Letter

23583 Bernhard RapidJosphebury, NM 17629

Dear Avery Roob,

I am excited to be applying for the position of inside sales coordinator. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for input from customers on market conditions, competitor strategies and industry trends to drive real-time feedback into the organization.

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

- Highly motivated and able to complete tasks with limited management supervision
- Create prospects, route to appropriate Product Specialist, and provide quotation status
- Prepare standard quotations for appropriate sales person
- Conduct compliance checks for both quotations and orders to ensure compliance
- Review Rig Systems orders to confirm all Minimum Booking Requirements are met
- Provide Sales Order Acknowledgement to sales
- At times, a willingness to work in a non-climate controlled environment
- Self-motivated and competitive, but also a team player

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

Sincerely,

Indigo Skiles