

Inside Sales Coordinator Cover Letter

6917 Philip SkywayWernerbury, AZ 77452

Dear Charlie Dickinson,

In response to your job posting for inside sales coordinator, I am including this letter and my resume for your review.

In my previous role, I was responsible for guidance and technical support to Quebec wood product operations and various corporate departments (Sustainability, Engineering, Sales, etc.);.

Please consider my experience and qualifications for this position:

- Knowledge of international ocean and air processes, carriers, terminals and logistics
- Highly organized and detail focused individual, with a bias for action
- Proficiency with numbers, dollars and units of measure
- Client research and competitor analysis for strategy development
- Prepare, develop, proof and edit sales materials (includes technical and non-technical documents)
- Work closely with the designated team to develop response plans that align to our relationship base sales process
- Navision experience
- Knowledge of governmental bid and purchasing practices preferred

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Casey Heller