

Inside Sales Coordinator Cover Letter

2564 Wehner BurgsSouth Miguelton, WV 62852

Dear Ryan Roob,

I would like to submit my application for the inside sales coordinator opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for daily order entry for OEMs and industry partners.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Experience with complete Adobe Creative Suite, Salesforce, and SharePoint, preferred
- Understanding of Federal proposals including familiarity with SF 330 and/or DC/MC/VA/PA state/local infrastructure or buildings design and construction
- Proven track record of working in a customer service and/or administration environment
- Excitement and passion about our customers and industry
- Assist Sales by accurately and effectively providing take-off / estimating support on highly complex, key projects, for ABC Builders, Builder Recruits, and District Managers
- Work with the Estimating Team to ensure proposals are developed in a timely and accurate manner
- Work with District Managers to evaluate acceptable proposal presentation timing and logistics
- Manage district activity in the absence of a District Manager during extended vacations and in the event a district is open

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

Sincerely,