

Inside Sales Cover Letter

904 Rempel Plains West Laurenmouth, VA 44041-0498

Dear Ryan Tillman,

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

In my previous role, I was responsible for sales with daily updates of product delivery schedules from headquarters and against customer product delivery commitments.

Please consider my qualifications and experience:

- Energy, a positive attitude and a tenacious personality
- Utilize salesforce.com or other CRM to accurately document and monitor all leads, prospects, activities and sales
- Able to grasp new technology and communicate value to prospective customers
- Assist inside sales representatives as needed in the development of quotations, customer status requests, quotation follow-up, production deviations, documentation requests and audit compliance
- Support maintenance of all departmental logs and tracking files
- Proficient in MS Office Applications such as Office, Word, Excel, PowerPoint, among others
- Experience working with SAP or similar CRM
- Experience with Inventory control and shipping procedures

I really appreciate you taking the time to review my application for the position of inside sales.

Sincerely,

Stevie Wilkinson