

Inside Sales Cover Letter

948 Prohaska HavenJessestad, CO 00225-0284

Dear Hayden Nader,

I submit this application to express my sincere interest in the inside sales position.

In the previous role, I was responsible for updates to customers about delivery schedules through communication with Operations and Order Management.

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:

- Can build and maintain good customer relationships
- Self-starter, originates action and goes above and beyond
- Can look for opportunities to improve customer service orientation through better understanding and empathy for the customer experience
- Can serve as an extension of the Branch Manager when handling customer complaints
- Microsoft Office and Inventory Management software experience
- Can frequently lift and/or move up to 75 pounds and occasionally lift and/or move up to 100 pounds
- Basic knowledge and understanding of mathematics (arithmetic, averaging, percentages)
- Energetic, self-starter, career driven

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

Sincerely,

Denver Gerlach