

# Inside Sales Cover Letter

15526 Mayer Camp Vitoburgh, ID 54157-8341

**Dear Shae Grant,**

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

In my previous role, I was responsible for customer forecast updates and product demand changes to Inventory Control and Production Planning to optimize Supply Chain & Manufacturing operations.

Please consider my experience and qualifications for this position:

- Proficiency in computer and basic computer software, including Microsoft Office Suite and in particular Word/Excel
- Comfortable with Microsoft Excel & Microsoft Outlook
- Confident phone presence and experience dialing dozens of calls per day
- Needs an outgoing personality that is not afraid to be on the phone
- An individual that can handle high level sales activity
- Computer skills and basic computer software, including Microsoft Office Word and Excel
- Assist with forecasting and month end reports for assigned business lines
- Assist with budget preparation for assigned business lines

**Thank you for taking your time to review my application.**

Sincerely,

Robin Auer