

Parts Sales Cover Letter

9672 Blanda Lane Herzogborough, WA 93406-4780

Dear Zion Reichert,

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

In my previous role, I was responsible for a summary at cost center level of all operating costs associated with bringing parts inventory into the warehouses.

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:

- Customer Service Orientation – actively looking for ways to serve our customers
- Active Listening – give full attention to what other people say, take time to understand the points being made, ask questions as appropriate, and do not interrupt at inappropriate times
- Speaking – communicate information effectively when talking to others
- Extensive Knowledge of automotive parts
- Effectively manage territory to achieve assigned metrics
- Work closely with client Regional Field Teams to drive results
- Maintain, create and execute individual account development business plans
- Develop strong relationships with current fleet accounts to grow share of business

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

Sincerely,

Oakley Pollich