

Sales Admin Cover Letter

6681 Pamela Crossing Greenshire, MS 23930

Dear Hayden Johns,

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

In my previous role, I was responsible for frontline administration support to ACT Sales employees to include, but not limited to, preparing documents using Word and PowerPoint, answering phones, contact and coordinate Supplier purchase order creation, and assist with customer order / product expediting need.

Please consider my qualifications and experience:

- Proficient in Microsoft Office Programs (Word, Excel, MS Outlook and)
- Able to self-start and work independently
- Able to communicate with upper management
- Good attitude and strong work ethic
- Excellent follow up skills and time management
- High proficiency with Outlook, Word and Excel
- Strong proficiency with Google suite
- Strong knowledge of other Microsoft office tools - Word, PowerPoint, Visio, Project

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Stevie Runte