

# Sales Admin Cover Letter

16463 Demetrius FordsHarberside, GA 59352

**Dear Landry Treutel,**

I am excited to be applying for the position of sales admin. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for word processing support for general correspondence, government forms, marketing materials, transmittals, and various reports.

My experience is an excellent fit for the list of requirements in this job:

- Experience in processing Sales Incentive Plans preferred
- Knowledge of project lifecycle from concept through to implementation would be nice to have
- Having an excellent skill in Microsoft office (Excels, Word, Power point)
- Knowledge of Oracle accounting system is preferred
- General Office duties, extensive client interaction, client follow up, and a positive attitude
- Experience with Microsoft Excel, Word, EPOS, Newskies reservation system is desirable but not essential
- Previous experience in a similar role would be a distinct advantage
- Highly detail-oriented, focused on accuracy

**Thank you for considering me to become a member of your team.**

Sincerely,

Sam Glover