

Sales Admin Cover Letter

436 Fairy Stream Hoashire, NV 99354

Dear Parker Ortiz,

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.

In my previous role, I was responsible for administrative support on special projects including PowerPoint presentations and coordination of work flow.

Please consider my experience and qualifications for this position:

- Organization of Sales fleet
- Manage petty cash of the region
- Calculate and record the regional budget including sales, transport allowances, payment requests
- Analysis of daily sales process and report to the RSM
- Good Communications in English and Myanmar
- Excellent verbal and written communication skills (both Spanish and English)
- Knowledge and experience in general Cisco products and services is an asset
- Attention to a detail is essential

Thank you for your time and consideration.

Sincerely,

Armani Botsford