

# Sales Admin Cover Letter

6570 Danny Village  
Lake Gayla, MS 13916

**Dear Lennox Hermiston,**

Please consider me for the sales admin opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for support to the Sales team with preparation of PowerPoint presentations.

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

- Dutifulness, Innovative approach to daily tasks, proactiveness
- Web Services concepts using
- Knowledge in ERP system is preferred
- Effective written and verbal communication skills in Portuguese and English
- Knowledge of Excel and Google sheets
- Experience with RFP's or proposal writing is preferred
- Experience with Salesforce, Qvidian or other related sales tools is preferred
- Exposure to Microsoft Access, Excel, and Word applications

**Thank you for your time and consideration.**

Sincerely,

Azariah Rau