

Sales Internship Cover Letter

89535 Brianna RidgeCormiertown, SD 43784-7479

Dear Emerson Cummerata,

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

In the previous role, I was responsible for input on sales operations policies and procedures based on sales feedback, ticket volume, and ticket type.

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:

- Advanced Excel user (able to use VBA/macros and advanced Excel functions)
- Proficient in data reporting and analysis
- Previous experience in multinational companies related to sports, FMCG or similar is a bonus
- Autonomy, organization, and proactivity
- Responsive and available
- Good command of Office Pack
- Manages Purchase Order check list approval process (downloads contracts from customer's sites, processes work-flows for approval and updates part-cross reference price tracking records)
- Coordinates prototype activities of the sales department (creates request for prototypes quotes, processes prototype orders from the customer, follows up on the deliveries with the prototype groups at the different plants, maintains and communicates promise dates in customer systems and maintains prototype market pricing file)

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

Sincerely,

Brooklyn O'Connell