25 Example North Street  
Cambridge, MA 65877

May 8, 2015

Ms. Elizha Rennick  
Senior Manager  
Sustainability Roundtable Inc.  
P.O. Box 233  
Cambridge, MA 63325

Dear Ms. Rennick:

I am writing in response to your job posting for the position of Sales Assistant at Sustainability Roundtable Inc. Utilizing my excellent communication skills and a strong familiarity with sales techniques, I would be able to meet and exceed your sales targets.

Per your job description, you are looking for an ambitious sales assistant who has a strong attention to detail. In keeping with your requirements, I offer:

• Strong sales skills with exceptional convincing power  
• Demonstrated ability to sell company products to customers as well as deal with competitive issues  
• Strong computer and phone skills: Able to answer phone calls in good manner, create MS Word documents, Excel spreadsheets, and create/maintain client accounts  
• Able to maintain neat and pleasant appearance in a fast paced environment  
• Exceptional organizational and time management skills  
• Able to handle numerous tasks and arrange multiple files simultaneously  
• Proven ability to think in an anticipatory way, one step ahead of the process

As a fresh and enthusiastic Sales Assistant, I would welcome the chance to discuss these and other qualifications with you. I will call your office next week to confirm the receipt of my application and schedule an interview time. If you want to contact me in the mean time, please call me at (000) 854-8547 or feel free to leave a message. I look forward to meeting with you to talk about the ways my skills may best serve Sustainability Roundtable Inc.

Thank you for your time and consideration.

Sincerely,

(Signature)  
Sara Joe

Enclosure: resume