**Robert Smith**

***Contact details***

1737 Marshville Road, Alabama

(123)-456-7899

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**Call Center Sales Representative**

[Today’s Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This is a response to the requirement posted for a Call Center Sales Representative advertised on the online portal of your company [Company’s Name]. I am a hard-working, motivated individual, confident enough to fulfil the expectations and offer much more to the capabilities that your company requires.

With 3 years of experience, I am adept at providing excellent customer sales and services, and collaborating with various teams to provide an excellent service to the customer. I have helped the manager in managing calls schedule and I fill in for the team members whenever they need my support. Here are some of my responsibilities as a Call Center Sales Representative:

* I excel at providing customers with excellent services and sales.
* I work along with the manager and also other teams in implementing techniques for better customer services.
* I ensure that the team members are motivated and well managed to achieve maximum results and improve performance.
* I strictly adhere to quality control measures.
* I address the sales and other related issues.
* I also route calls to the concerned departments.

My passion to lead top-performing teams and optimize customer care will allow me to bring immense success to your company [Company Name]. I am sure I will fit perfectly as the Call Center Sales Representative.

Thank you for your time and consideration. Looking forward to meeting you to discuss the position in further detail.

Sincerely,

[Your Name]



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