**Robert Smith**

**Inside Sales Coordinator**

[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],

I want to grab the opportunity of submitting my candidacy for the available role of Inside Sales Coordinator with your organization. Being an experienced sales professional, I have made an excellent record of achieving monthly sales targets and thus got recognized as ‘Employee of the month’ multiple times.

I would request you to please take a walk through the below set of job responsibilities in my current firm:

* Promote and encourage the customers to buy existing and new products offered by the company.
* Regularly follow up with the existing clients to understand their current demands.
* Identify the new potential customers and develop a professional relationship with them.
* Inform about the accurate details of the products such as price, terms, and conditions, return policies, etc. to the customers.
* Oversee the process of order entry and other data sets.
* Review the incoming orders and dispatch them.
* Maintain the product inventory.
* Ensuring that all the salespersons follow the company’s policies.

While serving in the role of Inside Sales in the current firm, I have successfully grown my communication skills, nurtured a superior relationship-building quality, and skilled in regularly following up with potential customers. I am confident that my acquaintance with acquiring customers will definitely propel the revenue generated by your organization.

Thank you for considering me as a prospect for the vacant role. I am enclosing my updated resume to shed light on my academic records and professional accomplishments. I would appreciate a chance to describe my skills in detail.

Warm Regards,

[Your Name]

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