|  |  |
| --- | --- |
| **Robert smith**  **International Sales Representative** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[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],

Upon reviewing your need for an International Sales Representative, I felt hastened to write this job application. Being a goal-driven and talented sales professional, I have a proven background of selling goods & services to international customers and driving revenue growth. I also hold a Bachelor’s degree in Sales & Marketing that has prepared me with a solid background.

Below is the list of my role responsibilities for your reference:

* Maintain and update the details of the new and existing clients.
* Formulate exciting sale schemes on the products and services offered by the company.
* Work closely with the marketing professionals ascertaining the sale of new products to the current trading houses.
* Develop innovative plans to systematize and optimize the sales processes of the company.
* Participate in various events, expos, trade shows.
* Build and maintain a positive and professional relationship with the key stakeholders
* Perform other duties as required.

Excellent business acumen, impeccable negotiation skills, superior communication skills, and professionalism have allowed me to become an ideal asset for the position.

Thank you for considering me as a strong candidate and reviewing my skill set. My resume will share advanced information about my education and professional history. I would look forward to having a conversation with you.

Best Regards,

[Your Name]