[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],

As an ambitious and motivated professional with communication proficiency and exceptional product knowledge, I am excited to learn about the Sales and Marketing Specialist opening, and I am compelled to connect with you to express my interest to be considered for the same. And I strongly believe that my professional background and industrialist drive make me the best candidate for this role.

I have a Master’s degree in Business administration with a major in Marketing, and have completed courses in statistics and accounting as well to enhance my employability. I have been working in the same domain for over 6 years now and have a great success history in my career. I excel in market and trend research, campaign development, and program evaluation. Furthermore, I have managed and built key client relationships that can prove to be a significant contribution to your company.

The following achievements demonstrate my qualifications –

* My background includes – implementing innovative marketing and sales plans that drive market impact and expansion for product and brand development.
* Planning meetings and other activities, and well-versed in writing which can put together literature for any events that I conduct.
* Competency in conducting and analysing the market trends to ensure the sales potential and trends head to set up new marketing plans.
* Honing expertise in executing meetings, pricing and promotions, and product availability.

My proven experience in developing strategic marketing initiatives, my great coordinating skills, and the ability to multitask will ensure that the projects are completed on time, and help in contributing to the success of the company. Thank you for your valuable time and consideration. I look forward to speaking with you soon.

Sincerely,

[Your Name]

**Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Sales and Marketing Specialist**