**Robert Smith**

**Sales Consultant**

[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 coming across your posting for a new Sales Consultant, I felt compelled to write this letter, and submit my enclosed resume. With my dedication and commitment to outstanding customer relationship management along with my experience in driving sales, and surpassing monthly targets, I stand in a leading position to significantly contribute to \*\*\*\*’s objectives.

From preparing dynamic sales presentation to connecting with stakeholders, to prospecting clients and collaborating with marketing teams, my background and 10+years of experience prepares me to excel in this role.

A brief insight into my qualifications –

* + - * Fostering a trusting relationship with clients, and referrals which maximized client retention and satisfaction by almost 67% while I was working at \*\*\* during \*\*\* to \*\*\*
* Building a strong foundation in effective sales strategies, and exemplary communication and interpersonal abilities.
* Devising marketing and sales strategies and generating revenue by securing new leads, and retaining old ones.
* Demonstrable knowledge of products/services of \*\*\* company, and across various industries including - \*\*\*, \*\*\*, and \*\*\*, as well as longstanding market presence.
* Accoladed and awarded the most distinct “Employee of the Month” award for 3 years consecutively towards my outperformance in sales.
* Finely honed motivational, communication, and organizational skills.

Besides, my solid understanding of sales tools, techniques, and processes, along with my commitment to growing your bottom line, prepares me fully to dedicate myself to a thriving sales career with \*\*\*. With my previous knowledge about your company’s products, complemented by my enthusiasm, I believe I can quickly surpass your expectations for this role.

To learn the many others reasons why I would be the best fit for this role, please give me a call at () to schedule a meeting. I look forward to your call at your convenience. Thank you for your time and consideration.

Sincerely,

[Your Name]

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