

**Robert Smith**

**Sales Customer Service Advisor**

[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 a highly skilled Sales Customer Service Advisor, I read your posting for a new Sales Customer Service Advisor with interest. My experience aligns well with the qualifications you are seeking at GlobalTech IT Solutions, in particular my role as a Sales Customer Service Advisor at Echolin Technologies, and I am certain I would make a valuable addition to your organization.

With more than 8 years’ experience as a Sales Customer Service Advisor, I am adept in sales call management, customer satisfaction assessment, and problem resolution. Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate communication and interpersonal skills, I excel at:

* Processing high volume of sales calls.
* Assessing customer needs and presenting relevant solutions.
* Identifying and resolving problems in real time.
* Maintaining detailed customer records and preparing reports.
* Managing leads generated from sales activities and pursuing new opportunities.

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for sales. Please review my attached resume for additional details regarding my expertise and career achievements. I will follow up to request an appointment to discuss how my experience and background meets your needs.

Sincerely,

[Your Name]