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| **Robert smith**  **Sales Trainer** | **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],

Thank you for taking the time to review my application. I am writing this cover letter to express my interest in the [position title] position. My experience and skills as a [insert position title] would be an asset to your team.

I have more than ten years of experience working with businesses across the country, helping them develop successful sales strategies and improve their bottom line by achieving higher levels of productivity and sales.

I possess excellent communication skills, both written and verbal, and have a knack for training clients on how to improve their sales techniques and achieve personal goals. These skills, coupled with my knowledge of the latest marketing strategies, would make me a valuable asset to your organization. Some of the core responsibilities handled by me include:

* Assessing the training needs of the sales team.
* Designing and delivering training programs.
* Developing personalized training programs for external stakeholders.
* Conducting seminars and workshops for sales representatives.
* Coaching and mentoring sales personnel.

If you are looking for someone who can help you reach your sales goals, then I would like to meet with you in person to discuss how I can help you achieve those goals. Thank you again for reviewing my resume. I look forward to hearing from you soon.

Thank you so much for your time.

Sincerely,

[Your Name]