**Robert Smith**

**Sales Woman**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[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 longtime user and fan of (Company Name)’ (product/Service) offerings, I am super excited to see the opening for a Sales Woman role. With my academic track record and work experience as an award-winning saleswoman at (old company name), I believe that I can use my skillset and product knowledge to successfully generate new business and drive revenue growth.

I have earned my bachelor’s degree in business from (University Name), and am potential enough to curate professional relationships with clients, enhance sales and stay focused even under stressful conditions. Throughout my career in sales, I have groomed my communication and negotiation skills and mastered my abilities to develop sales pitches and sell diverse products and services.

Some of my past accomplishments include –

* While working with (Previous Company name), I consistently surpassed sales quotas by more than 150%, and implanted techniques to strengthen the business model, and foster customer relationships and service.
* Reduced customer acquisition cost – CAC of main accounts by over 23%.
* Developed and implemented new measures that enhanced sales quota by more than 33%.
* Maintaining a career-long record of surpassing sales quota every year while earning various awards, bonuses, and recognition for top sales performance.
* Forging and enduring trusting relationships with customers, dealers, and management team, and ensuring maximization of client retention and satisfaction.

I strongly believe that perseverance, product knowledge, exceptional communication skills, and goal-oriented work ethics are the heart and soul to excel in this field, and I, as a talented sales professional am ready to contribute my share towards this. My confidence and my ability to stimulate new business opportunities are other essential things that I bring along with me.

I look forward to discussing my qualifications with you in further detail at your convenient time. Thank you in advance for your time and consideration

Sincerely,

[Your Name]