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| **robert smith**  **Telemarketer** | 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],

I am writing to apply for the Telemarketer position with [name of company]. I have excellent communication skills and I am comfortable cold calling customers and promoting services. In my current role as a Call Center Representative at [name of company], I make over 100 outgoing calls per day, so I am familiar with the ins and outs of a telemarketing position.

I feel that my experience in the sales industry has prepared me well to take on this role. As a sales representative at [name of company] I was responsible for handling customer phone calls, processing orders and scheduling shipments. I also had to make sure that customer complaints were handled in accordance with company policy.

Achievements:

* Maintained high sales performance (Top 5%).
* Exceeded sales goals by 10-15% per quarter.
* Received two Certificates of Excellence.
* Earned Top Salesperson award twice.

I have five years' experience working in an office environment, and I am comfortable using all major office equipment. I have also been trained in Microsoft Office Suite, including Word, Excel and PowerPoint.

My resume is attached for your review, along with three professional references from my previous employers. Thank you for your time and consideration; please contact me at [phone number] or via email at [email address] if you have any questions about my application.

Sincerely,

[Your Name]