**COVER LETTER**

October 13, 20XX

Dear Ms. Lee,

It was with much interest that I learned about your recently posted advertisement for a Sales Representative.

In various roles in the retail sales sector, I have developed strong sales skills that have enabled me to build a record of sustained sales increases. I thrive on challenge and change, and I look forward to new opportunities to build positive customer relationships every day.

I believe that as a Sales Representative for Widget Inc., my energy, analytic skills, organizational abilities, and creativity in tackling problems will make a positive contribution. I am equally comfortable working independently to meet company goals, as well as collaboratively as part of a team. I have always been able to establish and maintain excellent relationships with clients and coworkers at all levels. My professional skills include:

* Uncovering client needs and recommending appropriate products or services.
* Selling solutions to customers and then backing up those sales with top-quality service.
* Building relationships with co-workers, clients, and strategic partners.
* Developing processes and strategies to increase referrals and revenue.
* Accurately completing data research and analysis while demonstrating computer proficiency.

I would welcome the chance to provide you with additional information to supplement what appears in my enclosed resume and demonstrate how my sales skills will seamlessly transfer to the IT sales sector. I am available for a personal interview at your convenience. I know you are busy and have many applications to review, so please let me know if you wish to further discuss your requirements and my ability to meet them.

Thank you for your time and consideration.

Sincerely,