
Simon Hayward

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Karen Jones
Hiring Manager
Dayjob Ltd
120 Vyse Street
Birmingham
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19th March 2012

Dear Ms Jones

Please accept the enclosed resume as my application for your sales position which you advertised last week on the www.dayjob.com website. I am applying because I believe I meet all the essential criteria for the role, and strongly feel that I can make an effective and useful contribution to your companies marketing operations.

I have learned a great deal in my employment and education to date, including Product Launches, Up Selling, Client Management and running Marketing Campaigns, all of which I am eager to put to use on behalf of you and your clients. As you can see from my CV I am an award winning and accomplished individual with a strong desire to succeed and lead others to succeed. My ability to negotiate with clients, work as a team player and meet deadlines, along with my natural enthusiasm and optimism have all contributed to my success in the sales industry.

I am a highly committed, tenacious and resilient self starter who is able to quickly understand a client's needs and to then be able to organise a company's resources to satisfy their requirements. On a personal level I am open to any situation that is challenging and which tests my abilities, and with my work colleagues I have a reputation as being a fast learner, who is dependable, organized, and computer savvy.

My background includes the management of a sales office which increased its turnover from £1.2 million to £1.9 million over a 12 month period. With my present employer I have played a key role in the successful establishment and opening of a new retail store, the hiring of staff and the setting of targets.

In closing I would like to say that I would very much like to bring my knowledge and experience to work for your company, and am keen to schedule an interview with you so that we can discuss my application in greater detail.

Yours sincerely

Philip Symonds

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