

JACOB FISHER

Administration | Sales | Customer Service

[NAME OF HIRING MANAGER]

HR Manager
[NAME OF COMPANY]
[ADDRESS]

Dear Sir/Madam

I'm reaching out to you about your recent opening for a [Position applied for] position at [Name of company]. With a strong educational background and valuable experience in the field of sales, marketing and customer service, I am positive that I will be a valuable addition to your team. With my passion to exceed sales targets and generate revenues for the business I work towards identifying potential business opportunities and providing outstanding client service.

Self-motivated and result-driven individual with 10+ years of challenging experience in office management, administration, data entry, accounts, and customer support. Strong work-ethics that focus on reducing redundancy, improving process accuracy, and achieving organizational objectives.

With my extensive knowledge and positive approach towards adaptability I will be able to demonstrate good judgment and excellent business sense. Two strong areas of my professional capabilities are the interpersonal skills and the go-getter attitude to work in a fast-paced environment. I believe that it is necessary to learn all aspects of business in order to excel professionally and achieve business goals. My previous job roles enable me to perform in the areas of sales strategies, daily administrative functions, and other organizational project tasks. With this managerial background, I can certainly meet sales objectives, increase client base and ensure organizational success.

As a strong team member, I can work well with my colleagues and also have the ability to work independently. My enthusiasm to learn new things and explore technology helps me to stay updated with the latest business trends and advancements. I have the ability to quickly adapt to a changing environment and to switch priorities when necessary. Will use my time management and organizational skills to manage work pressure and deadlines. I am a positive and self-motivated professional with the ability to manage multiple responsibilities. My aim has always been to focus on organizational success and I possess a drive to solve problems in a timely and amicable manner.

It will be great if we schedule a meeting to talk about how I could use my skills for the benefit of your company!

Yours Sincerely,
JACOB FISHER