

Hannah A. Emerson

461 Merlot Circle • Detroit, MI 48221 • Phone: 313-555-0118

E-mail: hemerson@hotmail.com

Date

specific name of recipient

company name

address

address

Dear [specific named individual]:

My extensive qualifications in sales, customer service, and public relations, coupled with my strong educational background, would enable me to make a valuable contribution in a medical-equipment sales representative capacity with your firm.

All of my work experience has entailed public contact, and the tools and techniques I have developed apply directly to the skills a sales representative needs – organizational skills, problem-solving skills, teamwork skills, the ability to build rapport and relationships with customers, analytical skills to scrutinize and meet customer needs, and the ability to juggle multiple projects under deadline pressure. I am the complete package. With great efficiency, I can deliver product information to customers, understand their needs, develop expertise and product knowledge, and much more.

Quality interaction with customers is a basic function of my everyday life. Virtually all my employment history has required me to exercise clear, concise communication skills and to promote customer satisfaction. I have especially implemented these skills in my position as a restaurant sales associate.

I recently graduated from Wayne State University with a bachelor's degree in psychology and a minor in biology. I financed my education in part through my own hard work, thus demonstrating a solid work ethic and no fear of rolling up my sleeves and getting the job done. My academic courses as a psychology major have required me to communicate effectively and deploy my exceptional interpersonal skills. My biology minor provided technical information and terminology unique to this field.

I am more than willing to relocate and travel extensively.

With these qualifications, I am confident I am a perfect match for a sales rep position within your company. I am most eager to implement my experience and contribute to your organization. I am convinced it would be worthwhile for us to meet. I will contact you soon to schedule an interview. If you have any questions, feel free to call me at 313-555-0118. Thank you for considering me.

Cordially,

Hannah Emerson

