

COVER LETTER FOR INTERNAL POSITION

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Contact Person's Name
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Slough
SL2 5EA
(01753) 1234-567
contact.person@gmail.com

Dear [Mr/Ms/Mx] [Contact Person's Name],

As a dedicated employee of Superb.ly, I'm excited to apply for the position of Sales Development Representative. As you can confirm with my manager, Kimberly Alcott, I've developed first-class communication skills and expert knowledge of our products in my present role as a customer service coordinator at Superb.ly. While I'm content with my current position, the sales development role is more in line with my career interests.

I see you're seeking a candidate with hands-on experience in sales activities such as nurturing and retaining leads. I handle 90+ calls a day for Superb.ly's customer service department and have an average customer satisfaction rate of 85%, among the highest in my team. My excellent verbal communication and interpersonal skills would make me an excellent first point of contact for prospective customers, as demonstrated by my spotless record addressing customer queries.

Superb.ly's plans to expand its operations in Europe align perfectly with my own goals within this company. With a BA in German with French, I've been seeking an opportunity to apply my language skills to my profession and am eager to take on the responsibilities involved, including travel.

Given my knowledge of both the company and the markets in which you're expanding, I believe myself to be an excellent candidate for this role. It has been a privilege to work with Superb.ly, and I look forward to discussing this opportunity with you further at your convenience. I'll follow up with you next week to confirm your receipt of my application.

Yours sincerely,
[Your Name]

Cover Letter Same Day Delivery

**Patricia Scudamore, Hilton Catt, David
McWhir**

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Board of Contract Appeals Decisions United States. Armed Services Board of Contract Appeals, 2009 *Killer Consulting Resumes* WetFeet.com (Firm), 2008 **Export Administration Regulations** United States. Bureau of Export Administration, 1992 **The Ultimate Job Hunting Book** Patricia Scudamore, Hilton Catt, David McWhir, 2018-04-19 This is your complete course in finding that perfect job From crafting the perfect CV and finding the job of your dreams to writing a great cover letter and winning at interview THE ULTIMATE JOB HUNTING BOOK is a dynamic collection of tools techniques and strategies for success Short punchy chapters mean you can read up quickly and start applying what you've learned immediately Part 1 Your CVs Masterclass Part 2 Your Job Hunting Masterclass Part 3 Your Cover Letters Masterclass Part 4 Your Job Interviews Masterclass Discover the main themes key ideas and tools you need and bring it all together with practical exercises ABOUT THE SERIES ULTIMATE books are for managers leaders and business executives who want to succeed at work From marketing and sales to management and finance each title gives comprehensive coverage of the essential business skills you need to get ahead in your career Written in straightforward English each book is designed to help you quickly master the subject with fun quizzes embedded so that you can check how you're doing **Making Music Make Money** Eric Beall, 2004 Berklee Press Making Music Make Money will educate songwriters as well as aspiring music business entrepreneurs in the basics of becoming an effective independent music publisher Topics include a discussion of the various roles a publisher plays in the music business collection administration protection exploitation and evaluation A major emphasis is placed on the exploitation process and the importance of creating a sound business model for a new publishing venture Eric Beall is a Creative Director for Zomba Music Publishing as well as a former songwriter and record producer In his role at Zomba Eric has signed and developed top writers including Steve Diamond KNS Productions and Riprock Alex G and has coordinated and directed Zomba writers in the development of material for Jive Records pop superstars like Backstreet Boys NSYNC Britney Spears and Aaron Carter He graduated Summa Cum Laude from Berklee College of Music **Federal Register** , 2002-06-07 Post Office Guide Great Britain. Post Office, 1896 **The Law Times Reports** , 1875 **The Law of War & Contract** Henry Campbell, 1917 *Printers' Ink* , 1924 *SEC Docket* United States. Securities and Exchange Commission, 1998 The Law Times Reports of Cases Decided in the House of Lords, the Privy Council, the Court of Appeal ... [new Series]. , 1883 *The Bankers' Magazine, and Journal of the Money Market* , 1877 *The Traffic World* , 1922 The Weekly Underwriter Alasco Delancey Brigham, Henry Rogers Hayden, 1928 The Southwestern Reporter , 1912 The Accountant , 1883 The Works of William Makepeace Thackeray William Makepeace Thackeray, 1911 CATV. , 1974 The Exchequer Reports Great Britain. Court of Exchequer, Edwin Tyrrell Hurlstone, John Paxton Norman, 1870

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