

COVER LETTER FOR INTERNAL POSITION

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Contact Person's Name
1 Petersfield Avenue
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]

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Ensheng Dong



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