COVER LETTER FOR INTERNAL POSITION

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Contact Person's Name 1 Petersfield Avenue Slough SL2 SEA (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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A Loxley

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United States Official Postal Guide ,1916 **Decisions and Orders of the National Labor Relations Board** Decisions and Orders of the National Labor Relations Board National United States. National Labor Relations Board, 2012 Labor Relations Board, 2016-02-15 Each volume of this series contains all the important Decisions and Orders issued by the National Labor Relations Board during a specified time period The entries for each case list the decision order statement of the case findings of fact conclusions of law and remedy The Law Times Reports ,1899 **Board of Contract Appeals Decisions** United States. Armed Services Board of Contract Appeals, 2009 The Postal Laws and Regulations United Senate Documents USA Senate, 1872 The Law Reports: Equity Cases George Wirgman Hemming, 1872 States, 1893 The Southeastern Reporter ,1907 Senate documents .1890 The Petroleum World .1923 Weekly Notes of Cases Argued and Determined in the Supreme Court of Pennsylvania, the County Courts of Philadelphia, and the United States District and Circuit Courts for the Eastern District of Pennsylvania ,1884. Official Gazette of the United States Patent and Trademark Office United States. Patent and Trademark Office, 1992 Official Gazette of the United **States Patent and Trademark Office** ,1992 **Report** Commonwealth Shipping Committee, 1909 Reports of Cases Decided in the Appellate Division of the Supreme Court of the State of New York New York (State). Supreme Court. Appellate Justice of the Peace and Local Government Review ,1874 The Insurance Law Journal ,1920 Division, 2003 The Northwestern Reporter ,1920 **The Law Reports** George Wirgman Hemming, 1872

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