

James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Sub- Sales support cover letter.

Respected Sir/Madam

As I got to know about the job vacancy which your esteemed company [mention the name of the company] is having for the post of a sales support. The expectations which you have from a candidate can be fulfilled by me in a proper manner.

The master's degree in [mention the name of the course] is received me from [mention the name of the institution] in the year of [mention the year]. After finishing my studies, I was sent to [mention the name of the institution], where I did my training and internship. During my training session, I learned many things, such as what to do, how to do, and what else they do to make their work perfect.

The duties of a sales support which are well known by me are collaborating effectively with the sales team, establishing active communication and engagement with all other departments, making travel arrangements, and many such things. I have the necessary skills for this job, such as [mention the skills which you have and are best for this job]. Each and every duty will be done by me in an appropriate manner.

You will not get disheartened by my work. If you require any further information then please contact me at your own convenience through my contact details mentioned

below. My resume and other necessary documents are attached to this letter. Thank you so much for taking time from your busy schedule.

Sincerely,

From

James Brown

[Handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]