

**Nguyen Van A**

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**Mr. Nguyen Van B**

HR Manager

ABC manufacturing company

District 3, Ho Chi Minh City

Dear Mr. B,

**Apply to: Sales Executive position**

I am pleased to find your advertisement for Sales Executive position on ViecLamVui.com. I feel that it is direct match with my qualifications and experience.

I have got Bachelor Degree in Business Administration with two years in sales of electronics goods. In my recent position as a Sales Executive for DEF Electronics Company, developing sale network of selected products in the South region. I have had the opportunity to increase sales by 25% during the first year, 35% during the second year and named “Sales Executive of the Year” for outstanding performance.

I possess aggressive marketing and good negotiating skills. My verbal communication skills and positive attitude makes me an effective communicator with my customers. Given the opportunity, I would be able to become an excellent representative of your sales team.

Please consider the enclosed resume to know more about my professionalism, background and skills. I look forward to have an opportunity of discussing my application with you further and how I can significantly contribute to the ongoing of your reputable company.

Yours sincerely,

Nguyen Van A