



Edukamer Editor

9436 Feather Street, Santa Fe,
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ABOUT ME

I am an efficient and confident sales executive with demonstrated experience of working in the logistics and supply chain industry. My experienced helped me develop expert knowledge of the sales process and supply chain. I am highly motivated to continue learning and improving my craft.

SKILLS & PROFICIENCIES

- Account management
- Strategic and social selling
- Proficient in using CRM software

CERTIFICATION & VOLUNTEER WORK

Volunteer Administrator

Fairhill Baptist Church

2015 to 2021

Collaborated with a team of 10 volunteers to raise funds, renovate the church, and build a kid's park.

Inbound Sales and Marketing Certificate

Murrayfield School of Marketing

2012

Online program covered how to identify new sales prospects and build an inbound marketing strategy.

WORK HISTORY

Account Sales Executive

Sandrine Logistics

February 2019 to Present

Responsible for all sales activities in the area, from lead generation to closing. Works closely with sales and support teams to foster high customer satisfaction and generate profit.

Field Sales Executive

Errandeo Services

November 2015 to February 2019

Managed key accounts in Fairhill and coordinated with Operations team to boost customer loyalty.

Retail Sales Executive

Dualitee Apparel

April 2011 to October 2014

Provided prompt customer service in opening of new accounts and helped maintain sales culture.

EDUCATIONAL BACKGROUND

Salguerro University

Salguerro

Bachelor's Degree in Business Administration,

Major in Supply Chain Management

2015

Graduated as Cum Laude

University of Fort Leburg

Fort Leburg

Associate's Degree in Sales and Marketing

2011

Graduated with Distinction

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Dear Mr. Loeb:

April 27, 2025

A cover letter is a three- or four-paragraph document to an employer explaining your interest in a specific job. It's a one-page letter that is usually attached to your resume. This letter should also highlight your fitness for the advertised role.

Aaron Loeb

Head of Human Resources

Gold Lion Business Services, Inc.

123 Miller Street, Westwood,

South Carolina 12345

Writing a cover letter as a mid-career professional is a bit different. But first, start with how you found out about the career opening and why you're interested in the job position. Be specific: use the correct names and titles.

As you write this letter, use clear and readable words. You want to come across as professional and approachable, but not overly formal.

Next, provide examples of why you're the right person for the job.

- Don't hesitate to use bullet points and include numbers that showcase your achievements.
- Rather than simply describe what you've done in previous jobs, show the recruiter or hiring manager what you can bring to the role.
- Express your passion and excitement to be part of the company and the team.

Finally, provide your contact information and how you prefer to be reached. Offer to meet with the reader at their earliest convenience. Thank them for their time and attention, and let them know that you look forward to hearing from them soon.

Before you send your cover letter, read your draft out loud to quickly spot errors and wordy sentences. You can also ask a friend to review your cover letter. Good luck on your job search.

Respectfully yours,



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