Betty Toomey

1140 Aberdare St,

Angleton, PA 22134

Phone: (214) 333- 3332

betty@marcusincl.com

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Marcus Jones

Mastermind Group of Companies

16 Gazelle St.

Philadelphia, PA 11231

Dear Mr. Jones

I am excited to submit my application for the position of a sales executive at Mastermind Group of Companies. I have been working as tele sales in Amazon Pit Supplies for the past six years. Although I have a great and rewarding career as tele sales, I’m looking to transition into the real sales in the field. Looking at your company profile, I believe you are the best place for me to launch my career.

In the past three years, I have been closely following the developments in your company, most importantly your sales team. In my role as a tele sales staff, I have been interacting with customers daily, although face to face. This opportunity has enabled me to sharpen my persuasive, communication, and interpersonal skills that I deem vital for sales reps.

I will be glad to meet you for a discussion on what I can offer to your company and what you will expect from me. I look forward to becoming part of your sales team.

Thank you in as you plan to meet me.

Kind regards,

Betty Toomey

Enclosure: Resume