

Brandon Smith

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Date

Contact Name

Company

Address

City, State & Zip

Dear Mr./Ms. (or Recruiter)_____:

In today's economy, it takes a team of dedicated professionals to win prominence in the market place. Therefore, if you are seeking a highly motivated team player with a thorough understanding of how to develop strategic sales and marketing plans, then I invite you to review the attached resume for consideration.

You will find that I offer a unique blend of talents that are transferable to any marketing coordinator or representative role. My strengths lie in the ability to quickly master new processes, multitask in fast-paced environments and maintain quality customer service. I have also been highly instrumental in the following:

- Researching trends and analyzing data for promotional marketing purposes.
- Building customer relationships and increasing customer retention.
- Brainstorming ideas to help customers increase their sales and growth in targeted markets.
- Implementing customized solutions to resolve customer problems that hinder revenue goals.
- Developing PR campaigns to gain more exposure for growth-oriented companies.

These are just a few areas of knowledge and hands-on experience I gained while serving in a highly rewarding, six-month internship. This is in addition to serving in customer service and sales roles for CVS and Enterprise-Rent-A-Car.

I would welcome the opportunity to meet with you to discuss further, your goals and how I can assist you in achieving them. Please contact me at your earliest convenience for an interview. I look forward to meeting you and learning more about your company.

Sincerely,

Brandon Smith