

(Date)

(Name of Hiring Manager, Title)

(Name of Company)

(Address)

(City, State, Zip)

Dear (Mr. or Ms.) (Last Name),

I wanted to offer my services in response to your ad for a sales proposal coordinator.

In my two years at Ellis Tech, I have been involved in preparing proposal documents and presentations and developing and maintaining a database to streamline the process.

My supervisor consistently praises me for my ability to be a detailed, proactive team player who is adept at managing multiple needs at once. I am excellent at navigating the "internal team structure" to ensure that everyone's needs are met in a timely manner. I can easily juggle multiple projects and keep track of different deadlines and personal styles.

I am proficient in Microsoft Word, Excel and PowerPoint. As an accomplished writer and visual thinker, my creativity has helped the team create exceptional products. I always go the extra mile to ensure that quality, on time work is delivered.

Attached is my resume. I look forward to meeting with you soon to discuss how my expertise and interests can help move this department forward.

Sincerely,

(Name)