

STEVEN S. SALES

1064 Eagle Run ▪ Highland, MI 48357 ▪ Phone: (248) 726-8455 ▪ Email: stevensales@hotmail.com

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Company Name

Contact Name

Title

Address

Dear **Human Resources Professional**:

I am writing to express my interest in your current opening for a **Sales/Marketing Representative**. Please allow me to submit my résumé for your review. Having served in sales and marketing leadership roles for the past 16 years, with continued success in meeting company sales and operational goals, I am confident that I can make a valuable contribution to your organization's future sales and marketing requirements.

What I bring to this position is a combination of procurement, marketing, and sales experience, along with superior business development skills that I have leveraged to meet and exceed employer expectations. I am able to manage the sales process from start to finish—from generating new sales from cold leads or no leads at all to quality control and logistics management. Examples of my extensive sales and marketing experience include the following:

- Sales representative for world's largest polymer distributor with sales of over \$2.4 Billion annually.
- Responsible for marketing activities and sales management for over 100 clients in 8 countries.
- Planned and developed plastic recycling programs at GM, Ford, Honda, Toyota, and Volvo.
- Managed recycled materials inventory of 1 million pounds per month.
- Produced sales of recycled plastic of over \$10 Million annually to various customers.
- Responsible for acquiring all raw plastic materials for company with \$20 Million in annual sales.
- Implemented closed loop recycling programs at plant-level and Tier I & II suppliers.

In previous positions, I generated new sales through research and networking and increased sales performance by providing superior customer service and an attention to detail that resulted in long-term relationships with customers and vendors. Because my success in these areas covers multiple environments, I am confident I can do the same as a member of your team.

My résumé contains additional details regarding my career accomplishments. I would welcome an opportunity for a personal interview to discuss your organization's needs and the results you can expect from me in addressing those needs. And I thank you in advance for your time and review of my qualifications.

Sincerely,

Steven S. Sales
Enclosure