

PAM CHARLES

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May 9, 2008

Hiring Agent, Title
Company Name
Address

Dear Hiring Manager:

As an accomplished sales coordinator with a demonstrated commitment to service excellence and a proven drive to succeed, I believe I offer a set of skills that will be of benefit to your company. With outstanding organizational abilities, a talent for building productive business relationships, and exceptional customer service skills among the strengths I offer, I would like to explore the possibility of putting my talents to work for you.

As you can see from my enclosed résumé, I am currently employed as a sales coordinator at the Holiday Inn in Pennington. Promoted to this position at a time when revenues from meeting room bookings and other group services were in decline, I pride myself on the new life I brought to the business. Among my accomplishments, I lured back the business of Pharmacia, a key client, attracted significant repeat and referral business, and rebuilt customer loyalty through the implementation of new service standards.

Key to my success, you will find that I am passionate about customer service and will do whatever I can to ensure customer satisfaction. Organized and efficient, I easily handle multiple tasks and am successful in balancing the competing demands of a busy hotel. Valued for strong communication skills and responsive problem-solving, I am also a polished presenter who inspires confidence and trust and is successful in marketing products and closing sales.

With this combination of skills and traits, I have proven to be a valued employee in the past, and with the track record I offer, you can be confident that I will be an asset to you as well. Therefore, I would be pleased to have the opportunity to discuss future employment and look forward to speaking with you. Please feel free to contact me at the address and phone number listed above to arrange a meeting.

Thank you for your consideration.

Sincerely,

Pam Charles

Enclosure
