

# Simon Bishop

Sales Executive | s.bishop@youremail.com | (917) 476-8365 | 92 Southern Road., Rochester, NY 14622

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## Diane Young

Senior Hiring Officer  
The Big Sales Company  
(375) 564-7148  
dianeyoung@tbsc.com

Dear Ms. Young,

I have worked as a sales executive at Small Sales for four years, and during this time, my contribution has assisted the firm's 30% sale increase. I have achieved this success as a result of my natural aptitude for sales, knowledge of marketing, and innovative business mind. With my sales proficiency and dedication, I can assure you I would be an asset to The Big Sales Company team.

With seven years of industry experience and a bachelor's degree in marketing, I was drawn to the sales executive position at The Big Sales Company because of its reputation for innovation and focus on digital marketing as I believe my personal ethos aligns perfectly with The Big Sales Company ethos. To further highlight my aptitude for sales, my previous career highlights include:

- Devised and implemented an innovative social media strategy, which increased online presence and increased sales by 15%
- Increased the loyalty and satisfaction of existing customers by 10% in one year

I would like to arrange an interview to further discuss the sales executive position at The Big Sales Company and explain how my unique skill set can benefit your team.

Kind regards,

*(Insert Signature Here)*

**Simon Bishop**

P.S. – I'd also like to tell you about how I successfully spearheaded a new digital sales strategy.