

Fatima Fantasie
Fantaisiestraße 80
50672 Cologne
Germany



Fantasy Cosmetics GmbH
Mr. Mike Beauty
1 London Street
London SE1 12GF

1st April 2020

Application as a Sales Manager

Dear Mr. Beauty,

I am writing to apply for the position of a sales manager within your company Fantasy Cosmetics GmbH. After my International Business and English studies at University College I worked as a sales assistant for a German mechanical engineering company. I am confident that I meet your requirements for the job position as sales manager and I hope that you will consider my application.

Within the scope of my academic studies as well as my work as a sales assistant I was enabled to gain valuable knowledge of a wide variety of sales techniques and concepts. I am used to working under a lot of pressure and always managed to meet deadlines. Next to my business expertise I am very confident that my social skills make me a good and successful team leader. I am a very outgoing person and a team player. I am a strong and respectful communicator, excellent motivator and can delegate with confidence. I am very sure that I am the perfect candidate for the position as sales manager in your company.

Within the position as sales assistant I was responsible for organising business trips and workshops for regional teams. In addition to this, I gave sales presentations to prospective clients and I was also in charge of negotiating contracts. Furthermore, I monitored the targets of the sales team and created the sales reportings. I am very motivated by the prospect of managing the sales team within a great company like yours. I am sure that I will play a vital role to help sales successfully reach its targets.

Please find enclosed my CV, which details my academic and career history to date, along with information about other qualifications. If you require any additional information, please feel free to contact me at fatima.fantasie@googlemail.com or call me on 0123456789.

Did I spark your interest? Then I would be really happy to attend a personal interview with you! I look forward to hearing from you soon.

Yours sincerely,

F. Fantasie

Fatima Fantasie