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**Willing to Relocate*

ALBERT GATOR

INITECH EDUCATION

1 JANUARY 2021

Dear Hiring Manager,

It is with great enthusiasm that I submit my application for the position of Sales Representative. I know my background in alumni relations and passion for youth education make me an excellent addition to your Sales Force.

Currently I am a recent graduate from Youngstown State University, where I received a Bachelor of Arts degree in Communications. Throughout my studies, my emphasis has been on community based work. I am interested in working for organizations to create accessible educational resources. Working as a Sales Representative, I hope to venture into new community markets and learn how to meet their needs.

Throughout my studies, I have supplemented classroom work with experiential learning. During a short term faculty-led study abroad program to London, I developed my global perspective and communication skills. I enrolled on the program without knowing other participants, and ended the program with a strong network of peers. During a skills based workshop, we participated in a conflict simulation that honed our cross-cultural communication, influencing, and conflict management skills, which we had discussed with local professionals earlier that the morning.

Furthermore, having worked as a Student Caller in the Department of Annual Giving, I am comfortable and confident on the phone. Speaking with alumni across departments, I am able to adapt and connect to individuals with different backgrounds, interests, and goals. As well, I have familiarity with target goals. I had to maintain call and talk time outputs in order to meet my donation monetary goals. I was often commended for my energy for making as many calls as it took to meet my goal.

In closing, I am excited at the possibility of being involved with, and supporting the Initech Education community. I would love the opportunity to meet with you and discuss the value that I can bring to your Sales Team. I appreciate your consideration and look forward to hearing from you.

Sincerely,
Albert Gator