

Danielle Hynson

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Dear Quintiles Hiring Manager,

I am writing to apply for the position of Entry Level Sales Representative at Quintiles. I am confident that my skills are well-aligned with the role, and that I would be an excellent fit for your organization.

In my recent capacity as Bar Manager for The Federal Club, I was able to significantly expand my skill-set. My responsibilities for distributing duties to other employees along with serving members daily has caused me to develop great customer service and relationship skills, a very important part of sales. From this position I have learned how important it is to build strong relationships with customers to ensure that they will continue to come back. I learned early on that you must listen to what the customer wants and be able to pinpoint how your product can apply to that. Having this knowledge allowed me to make many successful membership sales to outside guests while they were in dining with members. It was a great opportunity to learn the importance of knowing your product and how to structure it to make it appeal to others needs and desires. Along with this, managing other employees taught me a lot about time management and being able to effectively distribute duties while keeping everyone satisfied. I believe these skills, as well as my BA in Business Management, make me an excellent candidate for Sales Representative at Quintiles.

I believe my experiences and track record make me an excellent fit for this opportunity. I have enclosed my resume for your consideration. Please feel free to contact me via phone or email at a time of your convenience to discuss my background as well as the requirements for the role.

Sincerely,

Danielle Hynson

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