

**Примеры удачных сопроводительных писем.
Пример сопроводительного письма с опорой на косвенное знакомство**

Jay Jones
Area Manager

Dear Mr. Jones,

I have been encouraged by Jack Quick, Placement Officer at California State University, Chico, to contact you concerning your opening for a Sales Representative. After reviewing your company brochure, I am confident that I can be an asset to your company and would appreciate your reviewing the enclosed resume that depicts my sales characteristics and skills.

Accepting challenges is the foundation of my life experiences and something I do with confidence. You will find me a totally committed individual with pride in being direct, spontaneous and communicative. I can maintain records, perform numerical calculations with accuracy and I need little direction to complete assigned tasks. These are the qualities that make an excellent Sales Representative.

From past experiences and education, I have acquired persuasive techniques that are needed to influence students, parents and customers in making choices. My leadership skills are developed and have allowed me to spontaneously interact with ethnic diverse populations and all age groups. I am a motivator and organizer and these skills have enabled me to effectively defuse problem situations with customers using tact, thus creating a long-term client base. Teamwork is another skill I have acquired and one I know is necessary for organizational cohesiveness. Over the years, I have had to establish daily operational bases for projects/programs and provide the direction to insure the progress and deadline were met.

I will appreciate the opportunity to meet and further discuss my qualifications and your sales position. I will be contacting your office to follow up on this letter around the first week in August. Looking forward to hearing from you. Thank you in advance for your consideration.

Sincerely, Martina Morelli