

Yoko Suzuki

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March 20, 2019

To HR Manager,
Human Resources Department,
ABC Press Inc. Japan,
1-2-3, Akasaka, Minato-ku, Tokyo 106-00**

Re: Application for Job #番号 as Sales Consultant

Dear Madam/Sir,

I am writing in response to the advertisement on your website for a Sales Consultant in Fukuoka. Reading your job description has left me keenly interested in applying for the same as I have the skills, experience and passion for the field.

I have worked as a sales person for about 15 years now, with almost 12 years of dedicated experience in the books and publishing industry alone.

My varied and long-term experience in this field has taught me how important customer satisfaction is. I have given my best to research and understand the market accurately and in depth, and have, till date, provided customers with only the best. This aptitude saw Stella Inc, where I was employed for five years, encourage me to launch a new project for new markets. The effort was a big success.

From my stint at Stella I sought to master sales in other areas of the field. I, thus, took up and thoroughly enjoyed Language Teaching Materials sales at Ponte Publication Trading Co. Ltd.

I believe that keen personal interest, a strong sense of purpose, and constantly aspiring to give the customer the very best, prompts clients to trust the product and ultimately enables a company to achieve its goals and targets. This, I believe, is the mission of every professional sales person, and it is my work motto.

I am available anytime on weekdays and can be reached at 090-1234-5678 or yoko_suzuki@eresume.jp, I will be able to start in a new position after May 20, 2019. I am enclosing my CV for your review.

Thank you very much for your consideration. I look forward to hearing from you soon.

Yours sincerely,

Yoko Suzuki

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