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Dear Sarah,

**RE: Application to Sales Advisor Vacancy**

I am delighted to attach my CV for consideration for the Sales Advisor vacancy. My experience makes me a strong candidate and I look forward to discussing the opportunity with the hiring manager.

I chose a career in new home sales based on an inherent passion for property, having previously used the proceeds from my successful catering business to renovate and sell-on investment properties. I take pride in providing excellent customer service and helping customers find their next home whilst appreciating the commercial needs of the business.

In my role as Trainee Sales Manager at Wainhomes NW I managed four developments, all of which performed very well. My key responsibilities included site launches, plot deal negotiations, coaching and training of sales advisors, marketing and media activities, liaising with external agents (marketing, interior designers, solicitors, etc.), site management relations, dealing with complex customer enquiries/ complaints, regional visitor and sales reporting, competitor valuation and research, plus much more.

In previous roles, I proved myself as a knowledgeable and approachable member of the team and was always well respected by colleagues and management. At Bloor, I enjoyed working closely with management to implement a new IT system, Sitestream and also becoming a Superuser.

I benefit from experience at more than one house-builder and can pull on elements of best practice from each. I have been used to working on busy and high-pressured developments with many completions. I utilise the organisational skills from running my own business to ensure I meet deadlines, appreciating that any failure to do so would have an adverse effect on customer experience and possibly the profitability of the company.

I am naturally driven, enthusiastic and offer real get-up-and-go. I believe the experience that I have gathered in the industry, combined with the skills I developed as a profitable business owner, make me a naturally high performer.

Thank you in advance for your time in considering my application.

Yours sincerely,

Lee Coan