8 Willow Place

Parkland Drive

Carlisle

CA1 3GQ

01st December 2017

Dear Sir/Madam

**Re: Sales Executive**

Having graduated from the University Of Lancashire in 2016, where I studied Environmental Management, I am now working in a fast paced environment as a Transport Planner in Cumbria. I am a hard-working and conscientious individual, excited to explore new opportunities and work in a fast paced and environment, where I can utilise the variety of skills I have gained through both university and the workplace.

During my studies, I have acquired great communication skills and have proven ability to form strong relationships and fit well into a team. I have also undertaken a range of team-work based activities at university, both voluntary and course based as well as in the workplace, which has developed my communication and interpersonal skills, allowing me to work comfortably both in a team and individually. These skills, I believe will be of upmost importance in this role and will make me a great asset to the Story Homes team. I have also gained sales and customer service experience through previous employment. In these roles, I have displayed exceptional customer service and I was a vital asset to the team. Furthermore, I have strong IT skills developed through personal practice, university and the workplace.

Throughout my time at university, I have been involved in the Green Ladder Project and Green Week, a National Union of Students funded project, aiming to increase sustainability around the campus. A large part of this role for me has been conservation work as well as promoting sustainability to students and staff. This has involved talking to many different individuals and persuading them to help sustain and improve the environment around campus. This has allowed me to develop my communication, problem solving, organisational and project planning skills further, making me yet more suitable for this position.

My current role as a Transport Planner, is a highly pressurised and time critical post, in which decisions have to be made quickly and accurately. This has helped to boost my confidence massively and I have managed to fit very well into the team. Moreover, it has given me a great geographical knowledge of the local area and beyond.

As you will have seen from my CV, during the summer of 2015 I carried out an internship with Cumbria County Council in both Waste Management and Development Control Planning, helping me to acquire better communicational and organisational skills as well as giving me a first-hand insight into these sectors, further aiding my knowledge development and providing me with more of the knowledge and attributes necessary for the role. During this internship I was also promoting sustainable practices, such as recycling to the general public. I feel that I was successful within this role, demonstrating my negotiation and communication skills.

I have a great passion for working in fast-paced environments, where communication with customers is key and I would be a great asset to the Story Homes team. I have gained a range of skills and attributes through both university and the workplace and with hard work and determination, these will allow me to fit brilliantly into the role of Sales Executive.

I look forward to hearing from you in the near future.

Yours Sincerely

Benjamin Watchman