Dear Sir/Madam

Key skills that I have acquired during my previous roles include being able to manage and measure work in a professional manner, and ensuring that all agreed performance targets and high standards are consistently met.

I am always passionate about anything that I do. I possess a keen sense of ownership, and am someone who is energised by sales and target driven. I have excellent customer service skills and posses a keen eye for detail.

I have outstanding communication skills with the ability to build a rapport with both colleagues and customers and thrive on seeing things through to the end with a productive approach

Please find my attached CV. If you would like to further discuss my experience, suitability and future potential then do not hesitate to contact me to arrange a meeting at your convenience.

I thank you for your time and I look forward to hearing from you.

Yours sincerely,

Sophie Meager