

Responding to a Blind Ad

EMILY ROBERTS

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Dear Hiring Manager:

I am submitting my candidacy for the Customer Relations Manager position as advertised on Career Builder.

As a University of Denver honors graduate with a BSBA in Business Management, I am particularly adept in analyzing the 'big picture,' developing sustainable solutions and being fully committed to my work and the people involved. I offer my international background and knowledge of other cultures to enhance the diversity of your company.

With three years' experience in sales and project management with Charles Schwab, I leveraged my strong interpersonal skills to improve customer satisfaction and build solid working relationships with clients and staff at all levels. I developed and executed business plans, and was a key contributor in developing new business opportunities and negotiating service contract agreements.

I am confident that I can make a difference for you and your organization. Thank you for your consideration and I look forward hearing from you.

Sincerely,

Emily Roberts