Mathew Henry,

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RE; APPLICATION FOR THE POST OF SALES AND MARKETING MANAGER

Dear Sir/Madam

Please refer the above caption. I believe I posses the necessary skills and experience as sales and marketing manager and I would like to make a valuable addition to your company. As my resume indicates, I posses more than seven years of progressive experience in sales and marketing business. My professional history includes positions such as regional marketing manager, area sales coordinator, field sales supervisor as well as team leader.

Most recently my responsibilities as marketing manager and officer,match the qualification I am applying for. My responsibilities include more than ten which are similar to my job application.

I assisted successfully in completion of sales and marketing strategies at star times, mobisol and Jibu water ltd. My supervisor also relied on my ability to skills such as marketing, managing, stock control, customer service and accounting skills.

I am also adoptive to any enviroment. I have attached my CV for your review and I look forward to speak with you further regarding your available position.

Yours Sincerely

Mathew Henry