

Cover Letter

Abdul Basith

TO

HR DEPARTMENT

I am excited to apply for Sales Coordinator , Production & Planning Coordinator position you recently posted on indeed. Having read through the job requirements, i believe i am qualified for the role and will be able to exceed your expectations.

Skilled Sales coordinator with 15 years of experience in the industry. High adept at handling various responsibilities by prioritizing my tasks, establishing clear deadline and finding creative solutions to eliminate obstacles.

While i am grateful for the opportunities afforded to me in my prior position, i am ready to embark on a new career path that offers new challenges for me to put new my skills to use.

As you review my resume, you may notice a brief gap in my work experience. I resigned from my previous position to relocate across county to accommodate a new career opportunity for my spouse. While managing the logistics of my move, I studied industry news, trends and event to keep my knowledge current. I am now settled and prepared to take the next steps in my career.

Please take a look at my enclosed resume for more details about my work experience and qualifications. I would really like to speak with you more about the position and i look forward to hearing from you soon.

Best regards,

Abdul Basith