

To Whom It May Concern,

I am very interested in the Sales Coordinator position listed on BlueSkySearch.com. I am a graduate from San Jose State University with a BA degree in Communication Studies. This position immediately caught my attention because it requires strong attention to detail, ability to manage multiple tasks and strong communication skills. All in which I believe are demonstrated in my experience, background, and core values which make me an ideal candidate for this position.

I am currently a Sales Assistant for Central Coast ABC Television where I take on multiple duties. In this position, I handle the Paid Programming schedule where I reach out to a list of clients/agencies to book their weekend spots to advertise. Aside from my responsibility to make sure each slot is filled, I also export multiple incoming orders from different programs for national, regional, and local clients/agencies.

As an Administrative Assistant/ Receptionist at Braga Ranch, I managed multiple tasks on a daily basis. I worked with Accounts Payable where I managed the Braga Ranch account making sure all invoices were entered to ensure timely payment to vendors, while also overlooking the seven additional accounts to ensure nothing was past due. Working as a receptionist, I dealt with multiple phone calls daily, made sure supplies were ordered that fit within the budget, distributed mail, and delivered messages. Within my daily duties, I also recorded and managed micro lab results, allowing me to interact with the food safety manager on a daily basis to ensure that all samples were properly distributed to harvest managers. This position has allowed me to be proficient in organization, strong attention to detail, and multitasking.

Thank you for taking the time to review my cover letter and resume. I sincerely believe I am a strong candidate for this position and would love to meet with you to discuss my qualifications and experience in further detail. Again, thank you for your time and consideration.

Kind regards,

TAMARA BASALDUA