MING LI

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DATE
Oct 26, 2026

Dear Hiring Manager,

I am writing to express my interest in the Sales Executive position at ABC Corp, as advertised. With a Bachelor of Business Administration focused on Sales and Marketing, along with two years of experience as a Sales Associate, I am excited about the opportunity to contribute to your team.

At ABC Corp, your commitment to innovation and customer satisfaction resonates with my professional values. My experience has equipped me with strong communication and interpersonal skills that facilitate effective client engagement. I pride myself on building lasting relationships based on trust and reliability, which I understand are key components of your company's mission.

In my previous role, I successfully identified new sales opportunities while collaborating closely with colleagues across various departments. This collaborative approach allowed me to align sales strategies with market trends effectively. My adaptability and attention to detail have empowered me not only to meet but exceed customer expectations consistently.

I am particularly drawn to this role because it focuses on developing robust client relationships while also presenting innovative solutions that enhance customer experiences—an area where I thrive. My results-driven mindset is complemented by a proactive approach toward problem-solving, ensuring that challenges are met head-on.

Thank you for considering my application. I look forward to the possibility of discussing how my background in sales strategy and client relationship management can support ABC Corp's goals.

Sincerely,
Ming Li