

Mark L. Sterling

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June 26, 2010

Ms. Sheila Bodenheimer
Human Resources Manager
Wachovia Bank
301 N. Main Street
Winston-Salem, NC 27101

Dear Ms. Bodenheimer:

Now more than ever, successful companies need strong sales professionals to grow their client base and increase profitability from existing customers. My goal is to secure an Account Executive or Sales Management position in the Southeastern United States. I will make an immediate and positive contribution to your company, increasing sales and avoiding unnecessary costs through the implementation of new processes and procedures.

Over the past 10 years, I have dedicated my career to building strong customer relationships and expanding my knowledge of sales and negotiation techniques. I have worked with multi-million dollar clients, exceeding their expectations and expanding sales of new products and services. I eagerly share my knowledge of sales and marketing techniques with my staff, creating detailed sales reports for each representative to track progress and monitor improvement, furthering my goal of complete customer satisfaction.

Most recently I was ranked first in sales out of ten Account Executives at a start-up business, and as my résumé will attest, I have a track record of increasing sales by millions of dollars. I have been recognized by clients as taking a very personal and dedicated approach to sales, with strong presentation and communication skills.

I offer top sales experience, strong communication skills, and dedication to leadership, in combination with a commitment to corporate growth. I am excited at the prospect of joining your company and look forward to speaking with you soon regarding this possibility. Should you have any questions, please contact me at the number listed on my résumé.

Sincerely,

Mark L. Sterling
Enclosure: Resume