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https://www.100test.com/kao_ti2020/644/2021_2022_2010_E5_B9_B43_E6_9C_c88_644335.htm 范例十一：April 13,2000 P.O. Box 36

来源：考试大 BIIT University Beijing,China 100000 Dear Sir/Madam: Please consider me for your Sales Management Program. My background is one of selling ideas, concepts and programs, and of motivating myself and others to realize our potential. Attitudes predict behavior - or so goes the saying in sales. If this holds true, I am sure to be as successful in sales management as I am in my college endeavors. My unceasing optimism, self-determination and ability to set goals have allowed me to achieve academic and personal objectives. Because of my "can do" attitude, sales will provide the challenge and opportunity to continue my successful history of setting and achieving goals. Please allow me the opportunity to elaborate on how my background predicts sales success. I guarantee you 'll be providing your corporation with an outstanding sales management . Thank you for your attention.

Sincerely, Fei, Chen 范例十二：April 13,2000 P.O. Box 36 BIIT University Beijing,China 100000 Dear Sir/Madam: Are you searching for a telecommunications manager with expertise in project management and team leadership? I specialize in creating and implementing high-performance strategies that directly impact growth and profitability of large telecommunications companies. In addition to my knowledge of business processes, I also offer proficiency in telecom software development and cutting-edge

technologies. I am relocating to Shenzhen and would be interested in opportunities with your firm. Currently, I serve as manager for BIT Company ' s Information Industry Division. Briefly, some of my accomplishments include: Developed a tool to track and forecast price, quantity, and revenue, which enables client to monitor business performance Implemented a customized end-to-end testing process and SQL database My business acumen, technical expertise, and leadership capabilities have contributed to a number of successful projects. The enclosed resume outlines my credentials and accomplishments in greater detail. I would welcome an opportunity to meet with you for a personal interview. Sincerely,来源

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