

44 Saad Street,
Haram, Giza
Tel: 2293-9988

March 5, 2020

Mr. Jack Rhodes
Sales Manager
ABC Company
200 Falaki Street,
Downtown, Cairo

Dear Mr. Rhodes,

I wish to thank you for the valuable time you took to interview me for the Assistant Sales Manager position on Sunday March 1, 2020. Our meeting gave me the chance to discover more about ABC Company and it especially grounded my confidence in joining it.

As a recent graduate with a Bachelor of Arts degree in Business Administration and a concentration in Marketing from the American University in Cairo, I've been successfully exposed and completed courses in advertising, sales force management, consumer behavior and marketing research. I've also built a good understanding of the practical market through my volunteer work at the AUC Sales Management Club, which also enriched my communication and negotiation skills.

I would like again to express my interest in working with you and your team. If you have any additional inquiries, please feel free to call. Thank you again for the time and effort you exerted. Looking forward to hearing from you.

Sincerely,

Alya Ahmed