

**John Smith**

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**Element**  
Warwick, WR1 9BX

Warwick, 13 August 2025

RE: Application for the position of Sales Assistant at Element.

Dear Hiring Manager,

I am writing to express my strong interest in the Sales Assistant position at Element, as advertised on Indeed. While I may not have direct experience in sales, I am confident that my skills in communication and teamwork, and my passion for providing excellent customer service make me a valuable candidate for this role.

In my academic pursuits, I have developed a solid foundation in communication and interpersonal skills through coursework and group projects. These experiences have equipped me with the ability to effectively collaborate with others and communicate ideas clearly, skills that I believe are essential for success in a sales role.

During my studies at the Warwick college, I actively participated in a variety of extracurricular activities, where I honed my organisational skills and demonstrated my ability to adapt to different situations. These experiences have taught me the importance of delivering exceptional service to meet customer needs.

I am confident that my positive attitude, strong work ethic, and willingness to learn quickly will make me a valuable asset to your sales team. I am excited about the opportunity to discuss how my skills align with the needs of Element in more detail.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the success of the company.

Sincerely,  
John Smith

**Attached: CV**