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May 20, 2024

Human Resources  
Adidas Group  
Winnipeg, MB

RE: Sales and Marketing Territory Manager - TEAM (Manitoba & Saskatchewan)

Dear Hiring Manager:

I would like to tell you that I would be a perfect candidate for this job based on my seven years of exceptional public speaking experience. Two years in top-level management positions - for the entire province of Manitoba - and five years in all sorts of public speaking forums during my education.

With my (business related) post secondary education, my passion for helping others, providing an exceptional customer experience, and maintaining business profitability while doing that, I will be a guaranteed asset for this position. Please see my additional attributes below:

- **Proven Interpersonal/Customer Service/Management Skills:** Having an excellent track record of exceptional communication and customer service skills (with a focus on building long-term relationships), with demonstrated teamwork, leadership, telephone/listening skills as well as apt business communication skills (written/verbal).
- **Record-breaking sales skills:** As a sales team manager at JW Research, I was able to get my team to break various sales targets (province-wide). We (me and my team) always reached targets and went home with heavy bonuses. This was something no managers before me were able to accomplish
- **Office Skills/Admin work:** Skills in filing information, managing reports/budgets, organizing paperwork (record keeping/maintaining files), dealing with telephone calls, etc constitute part of my experiences in an administrative/management setting.
- **Computer skills:** Proficient computer skills with comfortable working with Microsoft Office, Word Processing, Spreadsheet, PowerPoint, Outlook, e-mails as well as accounting software. My typing speed is 65 WPM.
- **Organizational/Multitasking:** Outstanding skills in organization, multitasking, and working independently in the business field, proven by my two-year management experience, where work was done in a fast-paced and deadline-oriented environment.
- **Expert decision-making and analytical skills:** Ability and experience in making quick decisions after carefully evaluating numbers, profitability, reports and business demands which always have given remarkable outcomes.

With these key qualities, I am sure you will not need to look further. I am very excited to meet with you and show you how I can be a great asset to your company. Thank you for your consideration.

With best regards,

Morris Johnson