

Pro-Active Human Resource Management

Opening statements for cold canvassing letters

Here a few ideas for opening statements for cold calling. Ensure you close by asking for an interview.

During my recent employment I received a number of awards for achieving above target sales and excellence in customer service.

I held the position of Senior Customer Service Officer at One-Tell until its closure.

I am now seeking a position with a well-established and respected company where I can provide a high level of energy, commitment and drive to meet sales targets.

I have broad experience within several areas of (state your industry). I am therefore taking the opportunity of approaching you directly for any positions that may be available, now or in the near future

My areas of expertise are: - *(ensure they are relevant for this industry)*

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I worked as a metal fabricator for Global Steel and Metal Products, until the company relocation offshore. I am looking for a position within (state industry).

I have had experience in the following areas: -

I have extensive customer service and sales experience with a good track record of exceeding sales targets. I am looking for an opportunity to join a major company where my sales achievements will be rewarded.

I read recently that your company has obtained a contract to build a multi level car park.

I have had extensive experience in the following areas: -

(State areas using bullet points and ask for an interview)
