**Sample Letter of Reconsideration of Appeal**

Dear Ms. Sykes,

Thank you for your response to my application for the marketing assistant position. I understand you have decided to pass on my application because I do not have three years of experience working with multi-line telephones. I would like to urge you to reconsider because of my three years of experience as a hotel concierge, where I was primarily responsible for answering phone calls for guests.

I understand this is an important quality for whoever takes on this position. I would like to take this opportunity to correct a misconception about my own qualifications. In my resume, I highlighted other tasks from my time as a hotel concierge to showcase the breadth of responsibilities I mastered in this role. However, I want to reassure you I have the necessary phone etiquette experience to succeed in this position.

I believe I would be a good fit for this position based on my customer service skills and my organizational skills, in addition to my experience answering phones.

I believe with my qualifications and experience; I would be the best person for this position. I urge you to reconsider your decision. Thank you so much for your time.

Sincerely,

Diya Easton