**RESUME COVER LETTER**

**[Your Name]**

**[Your Address]**

**[City, State, Zip Code]**

**[Telephone Contacts]**

**[Today’s Date]**

**[Hiring Manager’s Name]**

**[Company Address]**

**[Company City, State, Zip Code]**

**[Telephone Contacts]**

Dear Ms. Johnson,

As a long-time follower of your company, I was I was excited to see the opening for the Customer Service position on your business website. The opportunity to work with your company and fulfill this role is a fantastic opportunity, and I feel that my education and recent job experience make me the ideal candidate for the position.

My professional experience has given me the opportunity to work with a diverse team and meet company goals in a timely manner. I know your company is looking to reach new customers and continue to grow, and I have a track record of promoting this in the workplace. As you’ll notice in my attached resume, I have recently earned an award for “Excellence in Customer Relations” and feel I can utilize these same skills to further your businesses initiatives.

In closing, I am excited about the opportunity and feel can fully support the team as well as the business and encourage the overall growth of the company. I look forward to hearing more about the position and appreciate your consideration.

Sincerely,

**[Your Name]  
[Phone Number]  
[e-mail]**