**1 Main Street,****New Cityland****CA****91010**

**Home:****(555) 322-XXXX**

**example-email@example.com**

**RE: Customer Service Clerk, August 14, 20XX**

**Dear Mr. Hillard,**

Looking for a dynamic Customer Service Clerk? Search no further, because I am ready for the job. With over 10 years' experience as a Customer Service Clerk, I will step in and make an immediate contribution to Hillard's Delicatessen's' continued success.

You are seeking someone who can provide outstanding customer service and competently use a pc, and that is exactly what I am prepared to do. As a Customer Service Clerk, I am proficient in 10 Key touch and Microsoft applications. In addition, I am highly organized, service-oriented, and dependable.

I look forward to meeting with you in person this week and discussing the details of this position. In the meantime, please find my resume attached. References are available upon request.

**Sincerely,**

**Robert Lackey**