**Geri Johnson  
524 Barnes Avenue   
Any Town, USA 33333  
Home: (555) 555-XXXX  
Cell: (555) XXX-0022  
gjohnson@sample~CL.com  
  
November 8, 20XX**

**Ms. Laura Regan  
Hiring Manager  
Regis Computer Sales  
965 Regis Street  
Any Town, USA 99999**

**Dear Ms. Regan:**

Thanks for listing your need for two customer service sales clerks for your two stores in Any Town on CareerJimmy.com. I am writing to you today in hopes that I could meet with you in person to discuss what you are looking for in the individuals you hire.

I have five years of experience in computer sales and customer service and have been rewarded for my ability to sell warranty packages and then back them up with high quality customer service and satisfaction. My references enclosed with my attached resume will give you some idea of the quality of my work as well as my dependability as an employee.

If you're willing to get together for an interview, please call me on my cell phone: (555) 555-XXXX to agree on a date. Thank you for reading my cover letter and my enclosed resume. I look forward to meeting you soon.

**Sincerely,**

**Geri Johnson**