

Employer Name  
Employer Address  
Employer City, State, Zip Code  
Employer Phone Number

Date

Dear Hiring Manager:

I am interested in the Customer Service Representative position with your office. I found out about the opportunity through the Career Development & Job Placement Center at Baltimore City Community College.

My long term experience in the service industry has taught me how to meet and exceed each customer's expectations with service that sells! I have assisted all types of customers in all types of settings. I realize that acquiring and maintaining loyal repeat business as well as spreading the word of your business through these loyal patrons is of the utmost importance in every company. Positioning a company for better exposure and greater marketability is a task that I have performed with success many times.

I am an excellent trainer who achieves ongoing success with her teams by building morale, maintaining teams' self-confidence and training them to build the sale by improving their people skills.

I would like to schedule an interview with your office to elaborate on how I can be a contribution to your organization. I can be reached at (410) 000-XXXX or you may email me at [sandyrandalls@yahoo.com](mailto:sandyrandalls@yahoo.com).

Very Sincerely,

*Your Signature*

Your Typed Name