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| --- |
| First Name last name  Address · Phone  Email · LinkedIn Profile · Twitter/Blog/Portfolio |
|  |

[Recipient Name]

[Title]

[Company]

[Recipient Street Address]

[Recipient City, ST Zip]

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| DeaR HIRING MANAGer, This letter is to express my interest in joining your company. I believe that my experience and education will make me a competitive candidate for this post. The key strengths that I possess for success in this position includes**,** but are not limited to, the following: \*Provide exceptional contributions to customer services for all customers. \*Strive for continued excellence. \*Strong communication skills. \*I am a self-starter. \*Eager to learn new things.  \*You will find me to be well-spoken, energetic, confident, and personable, the type of person on whom your customers will rely. I also have a wide breadth of experience of the type that gives you the versatility to place me in a number of contexts with confidence that the level of excellence you expect will be met. Please see my curriculum vitae for additional information on my experience. I hope that you’ll find my experience and interests intriguing enough to warrant a face-to-face meeting, as I am confident that I could provide value to you and your customers as a member of your team. I can be reached anytime via my cell phone, 000000. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.  [Your Name]  Enclosure |