Date

Ms. Susie Smith

Human Resources Director

Company name

Address

City, ST zip

Dear Ms. Smith:

I am writing to apply for the Customer Service Representative position.

(This second paragraph should focus on the skills you are bringing to the position and how the employer will benefit as a result of those skills.) Strong interpersonal communication skills and a desire to serve customers mean I will enhance the current culture and reputation of excellent customer service at Company Name. In addition, advanced technology skills in Microsoft Outlook, Word and Excel will enable me to effectively communicate with and track interactions with customers. Finally, experience working independently and in teams means I can efficiently transition into the sales team and start contributing quickly.

Thank you for your time and consideration. Please contact me at phone number or email address to set up a personal interview at your convenience.

Regards,

Name

Enclosures: Resume and References

**Objective:** Title of Position

**Summary of Qualifications:**

* Bullet point
* Bullet point
* Bullet point
* Bullet point
* Bullet point

**Internship Experience:**

Name of Company City, ST

Title of position held Month Year – Month Year

* Bullet point
* Bullet point
* Bullet point
* Bullet point

**Education:**

Lake Land College Mattoon, IL

Degree – Program of Study Expected Month year

* Bullet point
* Bullet point

**Work History:**

Name of Company City, ST

Title of position held Month Year – Month year

* Bullet point
* Bullet point
* Bullet point

Name of Company City, ST

Title of position held Month year – Month Year

* Bullet point
* Bullet point
* Bullet point

**Professional References:**

Name

Position Title

Company Name

Address

City, ST zip

Phone

Email

Name

Position Title

Company Name

Address

City, ST zip

Phone

Email

Name

Position Title

Company Name

Address

City, ST zip

Phone

Email

**Personal References:**

Name

Address

City, ST zip

Phone

Email

Name

Address

City, ST zip

Phone

Email

Name

Address

City, ST zip

Phone

Email