Mr. Craig Athey

16893 Von Karman, Irvine, California, USA

1-714-3698520

[email@example.com](mailto:email@example.com)

Dated: 02-05-2009

Dear Sir

I came to see your advertisement through your website www.company.com that you are actively looking for an employee for the position of Customer Service Representative with National Airlines. I offer my services as an efficient and experienced individual with position of Customer Services Manager at ABC Departmental Store for 4 years.

My experience with my current job made me capable of dealing with all kind of customers whether they are soft or irate under all settings. This is my specialty to leave customers satisfied. I am skilled at communication with them and comfortable to solve their problems.

You will see more details of my career profile on my resume enclosed with this letter. I would like to schedule time with you for interview to discuss the possibilities.

Looking forward to get your response with positive sign

Thanks & Regards

Yours sincerely

John Gilman

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1-323-9876543

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