

Customer Service Cover Letter

Your Name Your Address

Your Contact details
(phone and email)

Date

Mrs. Mary Stevens
Hiring Manager ABC Company
15 South Parkway Long Island, NY 11551

Dear Mrs. Stevens,

In response to your job opening, please consider my resume in your search for an Administrative Assistant. I believe my background and skills closely match your job requirements and I am confident I can make a positive contribution to ABC Company.

Some of my key skills that are relevant to this opportunity include:

- Over 5 years of professional experience in an administrative capacity providing support and assistance to both a single department and multiple individuals throughout the company.
- An independent worker with a reputation as a resourceful problem-solver who uses her initiative and organizational skills to get the job done.

If you are looking for a motivated administrative assistant who is committed to the highest standards of work performance, I would welcome the opportunity to meet with you for an in-depth discussion. I am available for an interview at your earliest convenience, please contact me via phone or email to arrange a time and date for us to meet.

Thank you for your time and consideration and I look forward to speaking with you soon.

Sincerely
Jane, Jobseeker