

Eager J. Seeker

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1234 Street Address, Anytown, Indiana 49085

October 3, 2005

Ms. Susan Smith

Job Title

Company Name

Address

City, IN 12345

Dear Ms. Smith,

I am responding to your advertisement for a customer service rep (Job Name Exactly as Listed) in today's *Hometown Tribune* (Name of Where Ad Ran). My experience includes six years of retail experience, including three years as a supervisor.

Enclosed is my resume to give you an idea of my experience and training in this area, including:

- Proven customer service expertise;
- Inventory control, including proficiency in Microsoft Excel;
- Team building and staff management; and
- Demonstrated dependability and problem-solving skills.

I welcome an opportunity to meet with you to discuss how my skills would match the duties of the customer service rep (Job Name) position. I am available for an interview at your convenience, and I can be reached at the phone number and address listed.

I look forward to meeting with you soon.

Sincerely,

Eager J. Seeker