

Cover Letter Sample

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October 28, 2011¶

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Mr. Robert Grimes¶
Auto Zone¶
1111 First Street¶
Santa Clarita, CA 91350¶

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Re: Customer Service Representative¶

Dear Mr. Grimes,¶

I am responding to the employment ad for Customer Service Representative listed on anajob.com on October 15, 2010. I am a high school student and interested in working for a company like yours where customer service and automotive experience is important and where I may gain business experience.¶

I have completed two high school semesters of Automotive Technology which has prepared me for an entry level position in the automotive industry. In addition, I have excellent computer and math skills and enjoy working with the public.¶

My education and experience make me uniquely qualified for this position. I would appreciate the opportunity to meet with you and discuss how my skills would meet the needs of your company. Attached is my resume for your consideration. I look forward to hearing from you.¶

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Sincerely,¶

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Taylor Smith¶

Enclosure: · Resume¶

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661-253-4400¶
TSMITH@YAHOO.COM¶