

Sample Cover Letter #1

Mr. I. M. Hip
Vice President, Customer Service
Rye Bread Company
1 Interviewing Blvd. Suite 310
Danville, CA 94526

Dear Mr. Hip:

I am applying for the position of Customer Service Manager at Rye Bread Company. With my experience and background, I am confident I can make an immediate contribution to your team. Enclosed, please find a copy of my credentials.

Currently, as Assistant Customer Service Manager for Baloney Industries, I helped increase customer satisfaction by 40 percent and reduce product returns by 33 percent. Amazingly, we were able to achieve this while simultaneously reducing headcount by over 10 percent. This was accomplished through fostering teamwork, creating an innovative organization and maximizing call-routing procedures.

I look forward to having the opportunity to meet with you to discuss how I can be an asset to your organization. If you have any questions, please feel free to contact me at (925) 555-1212. I will follow up on this correspondence next week to schedule a time to meet at your convenience.

Thank you for your time and have a great day!

Sincerely,

Vernon L. Dent