

Sample letter 1

300 Lincoln Road (Your address)
Addington
Christchurch

1st January 2015

Mr Dave Babbich (Company name)
A B C & Co Limited (Company address)
Christchurch

Dear Dave

RE: CUSTOMER SERVICE REPRESENTATIVE

I am very interested in the above position advertised on Trade Me and attach my CV for you to read through. I am looking for a part time position in a rewarding and stimulating environment.

Having a background in people centered positions, I can bring the following:

- Excellent written and verbal communication skills
- Good organizational and time management
- Methodical and detailed in my work
- Proven customer service
- Excellent personal presentation
- Enthusiasm, maturity and willing to go the extra mile

I would welcome the opportunity to talk with you about my suitability for this role and can be contacted on 021 111 2222 at your convenience.

I look forward to hearing from you soon.

Yours sincerely

Dr Who