

Cover Letter Sample (Block Format)

Ms. Susan Supervisor
XYZ Company
123 Main Street
Funtown, NC 12345
(336) 555-5555
ssupervisor@xyzcompany.com

June 10, 2020

Dear Ms. Supervisor:

When you employ the right professional to assist your valued customer with timely, friendly and proactive service, increased customer loyalty almost always results.

In my long experience in the service industry, I have assisted customers in all types of settings, and it has taught me how to meet or exceed customer expectations with service that sells. The most importance thing to a company is spreading the word about your business through loyal customers. Positioning a company for better exposure and greater marketability is a task I have done with much success throughout my career.

I am also an excellent trainer who achieves success with her teams by building morale, self-confidence and sharpening their people skills so they can make a sale.

It would be a pleasure to interview with you. I look forward to hearing from you soon.

Sincerely,

Jonathan Jobseeker

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