

Sample Cover Letter  
**BARRY SANDERSON**  
2101 West Floyd Avenue  
Lakewood, Colorado 80221  
303-555-3942

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August 17, 200\_

Mr. David Weller  
Office Manager  
SU and Company  
1821 Cannon Dr.  
Deertrail, CO 80402

Dear Mr. Weller:

I am responding to your advertisement in *The Denver Post* on August 17, 200\_ for a Customer Service Representative.

My background and experience make me well suited for this position. As you can see on my résumé, a variety of positions in retail have led to excellent skills in many areas, including customer service. I work equally well with little or no supervision or as a member of a team. I am a punctual and enthusiastic.

Knowing how important repeat business is to a company such as yours, I am confident that my qualifications will be an asset to your company. The customer service and goodwill which I provided at my former retail positions resulted in a high number of satisfied customers and return visits. I can proudly say that customers often asked for me by name.

I am available at your convenience to further discuss my qualifications and how they may best be utilized at Skiland United. I will call you the early part of next week to discuss the possibility of arranging a personal interview.

Thank you for your time and consideration.

Sincerely,

Barry Sanderson

Enclosure: Résumé