## "Cold" Cover letter To Employment Industry Professional [Customer Service!

## JAMES SHARPE

18 Central Park Street, Anytown, NY 14788 (516) 555-1212

(Date)
Alice (Title) Krieger, Skvetney, Howell Executive Search Consultan 2426 Foundation Road Anytown, NY 14788
Dear Ms.

After a nineteen-year career in customer service and operations support with a leading data-processing service company, I am seeking a position where my experience and skills can be more fully realized. Positions which fall within the scope of my goals and abilities are:

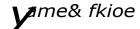
Manager of Customer Service Manager of Quality Assurance/Production Control Manager of Mailing/Fulfillment Operations

My record is one of increased responsibility, variety in job assignments, and solid accomplishments. My experience and skills are in problem solving, coordinating resources, data processing, and support activities.

The enclosed resume will provide a more complete summation of my background. My preference for job site is within the state of California. My salary requirements are in the \$35,000 to \$40,000 range.

Please contact me if my qualifications match any current openings and to discuss my background further.

Sincerely,



James Sharpe

JS enclosure