

"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 Consultants
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

James Sharpe

JS
enclosure