Ms. Kate Wheeler

Kelloe, Durham

Co Durham, DH6 7NE

August 7, 2010

Ms. Jacqueline Wales

Human Resources Officer

Great Stores

Dear Ms. Wales,

I read your advertisement last week about a job vacancy for the position of customer care representative and I write this letter in response to the said advertisement.  I would like to apply for the said position and I have enclosed my application form and resume.

I am highly interested in the position as I carry the credentials needed to satisfy the job description.  I have the expertise required having worked as a customer care representative in the past fifteen years.  I have been exposed to a variety of customers and have worked well in the job.  I have been recognized by my former employer for my exemplary performance in the job and I believe I would be able to bring the same performance to your company.

You may contact me at 0191 367 18231 if you have any more queries.  My character references are available at your request.

Thank you.  I hope to meet you to personally discuss my credentials.

Sincerely,

Jacqueline Wales