07 July 2009

Myrna Dominic

Manager for Customer Relations

Doctors Pharmaceutical Company

385 North Highway

Illinois, Chicago 57974

Dear Ms. Dominic:

I would like to express my genuine interest to apply for the Customer Service Manager position you have posted in 333 Times Newspaper last Sunday. I am a highly skilled Customer Service Supervisor with significant knowledge and experience in rule implementation and people management for large-scale customer service operations. I have experience in actual face-to-face customer interactions during complaints and negotiations for the management.

Attached here is a copy of my resume. It includes a description of my prior customer service experiences from my previous works. My tenure from my past jobs proves my knowledge and skills in supervising people. My previous work as a Customer Service Head of NHT Malls developed key values for me to handle all the job specifications for this position.

I am looking for to have a personal interview with your company to further discuss my skills and competencies for the position. In case I get hired, rest assured that I will put my full commitment in achieving the company’s goals for improved customer service. Thank you for your time and consideration.

Sincerely,

(Signature)

Andrea Angeles