Allison Smith

#89 Hancock Street,

Colorado Springs, CO 80912

Contact No.: 709.834.1412

December 12, 2009

Mr. John Stewart

Human Resources Manager

StarTools, Inc.

146 E Custer Ave,

Colorado Springs, CO 80912

Dear Mr. Stewart:

I am writing to inform you that I am interested to apply for the position of “Customer Service Manager” as referred to me by one of your employees. Her name is Aprille Smith and she is my cousin. I believe that I am fit for the job vacancy due to my strong customer service experience and skills that I have shaped throughout my 5 years of experience in this field.

I have worked for NorthStar, Inc for five long years serving them with only the best of my performance in the Customer Service Department. I have been promoted several times and I was able to earn the post for customer service manager in their company during the first quarter of my second year with them.

Please refer to my resume for further details on my experience and education. You can contact me anytime through the contact information listed above. I will be writing to follow-up on my job application a week from now. Thank you so much for taking the time to read this letter and may you be prosperous always.

Sincerely,  
Allison Smith