

[INSERT NAME]
[INSERT ADDRESS]
[INSERT CITY, STATE, ZIP]
[INSERT PHONE NUMBER]
[INSERT EMAIL]

Dear Hiring Manager,

First and foremost, I would like to say hello and that I hope you have had a pleasant and productive week.

I am initiating contact to declare my interest in employment at your organization. My best qualities that I bring to the table and can hit the ground running with include:

- **Team Work:** I have been successful in roles that required me to collaborate with colleagues to complete projects accurately and on-time
- **Flexibility:** I have the ability to work an open schedule, which includes nights, weekends, holidays, and over-time
- **Appearance:** I have a clean cut and professional demeanor which includes being fit, well dressed, and well presented
- **Personality:** I greet people with a smile and treat all with respect

Please consider my request for an interview to further discuss my qualifications and to learn more about the opportunity.

I can be reached at [INSERT PHONE NUMBER] anytime. Regardless, of your decision, I wish you and your organization continued success, growth, and prosperity.

Kind Regards,

[INSERT NAME]

Enclosure: Resume

[INSERT NAME]
[INSERT ADDRESS]
[INSERT CITY, STATE, ZIP]
[INSERT PHONE NUMBER]
[INSERT EMAIL]

Dear Hiring Manager,

I am a seasoned and diversely skilled professional that has attained career success and a diversified skill set by demonstrating good work ethic, meshing well with coworkers, and complying with all rules, which has led to increased opportunities and responsibilities in the workplace.

I have been successful in sales, customer service, and administrative/business support [CHANGE FOCUSES IF NECESSARY] focused roles that required providing support to multiple professionals, exceeding individual/team sales goals, and enhancing customer's experience [CHANGE SPECIALTIES IF NECESSARY]. My success in my roles can be attributed to my communications skills, interpersonal skills, and research skills [CHANGE SKILLS IF NECESSARY] as well as my character attributes that include being motivated, enthusiastic, and results-oriented.

My direct actions, working independently as well as on a diverse (ethnic and skill) team, has resulted in positive things for my employer that include increased business, high customer retention and satisfaction rates, positive conversation by customers when with friends or using social networks, and productive workplace teams.

Please consider my request for an interview to further discuss my qualifications and to learn more about the opportunity. I can be reached at [INSERT PHONE NUMBER] anytime.

Regardless, of your decision, I wish you and your organization continued success, growth, and prosperity.

Regards,

[INSERT NAME]

Enclosure: Resume

[INSERT NAME]
[INSERT ADDRESS]
[INSERT CITY, STATE, ZIP]
[INSERT PHONE NUMBER]
[INSERT EMAIL]

Dear Hiring Manager,

I am a well presented and well spoken professional that has demonstrated good work ethic for previous employers by working my assigned schedule (no call-offs) and working over-time when needed. I show up on time (never any transportation or personal issues to cause delay) and always have a positive attitude and smile (no personal problems). In the past, I have been successful in the workplace in capacities that required:

- Collaborating with colleagues on diverse teams in fast-paced and demanding environments to complete projects accurately and on-time
- Greeting customers, coworkers, and supervisors with a hello and smile
- Treating coworkers, customers, and supervisors with dignity and respect

Please consider my request for an interview to further discuss my qualifications and to learn more about the opportunity. I can be reached at [INSERT PHONE NUMBER] anytime.

Regardless, of your decision, I wish you and your organization continued success, growth, and prosperity.

Regards,

[INSERT NAME]

Enclosure: Resume