Dear Hiring Manager,

Your advertisement fits my experience and qualifications perfectly, and I am writing to express my interest and enthusiasm for the position. In addition to my desire to join your team, you will find that I am a dedicated and driven professional. I am a hard worker with excellent organizational abilities, and a team player with over 23 years in experience with customer service. In addition I am a skilled problem solver with patience and people skills.

My objective is to provide an atmosphere of exceptional employee morale and impeccable customer service.

You may reach me at my home 570-784-4255 or 570-336-7613.

I look forward to our conversation.

 Sincerely,

 Tracy L. Farr