COVER LETTER EXAMPLE 1

Nobody Road

Knowhere

KR1 1KK

Date ????

Mr King

Manager

King’s Motors

The Road

Roadsville

ZZ1 9QQ

Dear Mr King

**RE: Receptionist**

Please find enclosed my CV in application for the above position as advertised yesterday on the Willington job website.

As you will see from my career details, I have extensive experience of customer service and reception work, and appreciate what a vital link customer reception is between the customer and the motor vehicle workshop.

I am a confident, friendly communicator with a mature and responsible attitude. I am currently employed by ABC Motors, where my main aim is to provide a high-quality service to clients. My greatest achievement to date has been to increase the number of customers returning to use the services by more than half.

During my time at ABC Motors I have developed an appreciation for, and a good practical understanding of, the motor vehicle trade. In addition, I am well used to working shifts as I currently work a similar rota system and find it no problem.

I am keen to find a company offering full training and career development opportunities, and am, consequently, most interested in the vacancy that you have on offer.

I look forward to hearing from you.

Yours sincerely

Jo Smith

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