

YOUR NAME
YOUR ADDRESS
YOUR STATE CITY AND ZIP CODE
YOUR TELEPHONE

Dear: Person who you address the letter

INTRODUCTION: 10 years customer service professional and oriented.

CURRENT SITUATION AND GOALS: I am currently exploring new opportunities in where my skills may continue to be use but grow more. New positions that will match my past experience and career goals will be:

- Assistant manager for Human Resources Development
 - Manager for training staff
 - Sales Manager
- Marketing Assistant manager

WHAT IS SO SPECIAL ABOUT ME: My history record is solid with details of accomplishments. The model I use is been proven to be very effective in my career and is been use by others I train and been recognize as a success by pass management.

WHAT'S MY NEXT STEP: I will forward my resume to you in the next few days to allow you to explore how my qualifications may match growing opportunities in your company.

Sincerely

Your Name Goes Here

If you need further assistance with this matter or any other topic you think we can help, please contact us totally free and we will help you.