NAME OF COMPANY

ADDRESS

CITY, ON

POSTAL CODE

Dear Hiring Manager:

I am writing to express my interest in your part time position with your (INSERT COMPANY NAME) where I can increase my knowledge and understanding of customer service and sales. As indicated on my resume I have more than two years of customer service experience and I have excelled in organizing educational and religious practices.

Through my experience, I have honed the ability to remain calm while working under pressure in addition to completing work related tasks in a timely fashion. I enjoy working with other individuals in order to continue the process of sharing knowledge and information. For instance, volunteering as a teacher has given me the essential tools needed to excel as an organized and responsible individual. The skill sets I have cemented from volunteering have given me the opportunity to explore different career avenues.

My experience in customer service has transformed my approach in connecting with individuals from various backgrounds. It is with great pleasure to advise that I am eager to learn more about your company and I look forward to hearing from your Human Resource department.

Sincerely,

Mohamed Abdiwahab Hussein