February 26, 2013

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Dear Staffing Solutions,   
  
This letter is to express my interest in working with your agency. I am searching for an incredible opportunity that I know can be found through the great reputation of Staffing Solutions. The opportunities available through your agency are very appealing to me due to my comprehensive background in both sales and service. I have developed a keen aptitude for identifying a client’s needs and offering solutions in a timely and efficient manner. My experience in the private sector has allowed me to hone my professionalism and I am confident that I would be a positive asset to any company or public sector job you place me in.

Extensive experience in retail management and insurance has helped me to build a career that requires exceptional communication skills. My phone skills and in-person etiquette are crafted from working in call centers for a number of years with The Hartford and American Airlines. In addition to supervising colleagues in management positions, I have also valued learning the importance of working in a collaborative team environment. My motivation in the workplace has inspired others and allowed me to connect with coworkers and clients on a personal level.

My experience as an insurance agent have given me the knowledge and ability to effectively explain legal matters, regulations and paperwork to people from all backgrounds promptly and efficiently. A strong customer service background has enabled me to be creative and versatile in even the most difficult of situations; skills that I know would carry very nicely into the realm of general office clerical and support.

I am excited about representing Staffing Solutions and the companies you work for. Drawing upon both my practical and managerial experience, and my proficiency with a PC, I will deliver the level of service that Staffing Solutions is known for and that is expected by your clients.

Thank you in advance for your time. Please do not hesitate to contact me if you have any questions. I welcome the opportunity to review my qualifications with you over the phone or in person.   
  
Sincerely,

Jeremy Dickman