Dear Employer,

I am writing to express my interest in a position with your company.

I am seeking a permanent position with a stable company that would provide opportunities for growth

I have read your job posting and I believe my skills, experience, knowledge, and willpower will make me the best candidate for this position.

As you will note from my enclosed resume, I have many skills that would aid me with your company. Here are some of the responsibilities I’ve held over the years:

Experience in verifying customer information

Experience using Salesforce

Experience using Google apps (Calendar, google docs)

Experience using Microsoft word and Excel spreadsheet

Experience in customer service

Experience in sales

Experience in Data Entry

Experience working from home

Experience using dialers (Five9, Xlite)

I am confident that my experience will allow me to make a substantial contribution to your Company. I feel qualified to fill a position with your company and would like to arrange an interview at your earliest convenience. Please feel free to contact me at annamarrero88@gmail.com or by telephone (229)831-6391.

Thank you for your consideration, and I look forward to hearing from you.

Anna Marrero-Lopez