Crystal O’Kane

213 W. Evergreen Avenue

Somerdale, NJ 08083

August 19, 2013

Dear Human Resources:

I am writing in response to your advertisement for the Fulfillment Services Specialist. It would be a pleasure to meet with you so that I might demonstrate how my abilities fit your needs precisely.

As you’ll see from the enclosed resume, I am experienced in handling general office duties and answering phones cordially and courteously.

What my resume does not reveal is my professional demeanor and appearance. In a business environment, these qualities are of the utmost importance in dealing with clients as well as co-workers. In me, you’ll discover a reliable, detail-oriented, and extremely hard-working associate.

I am currently seeking to make $35,000 per year.

If you will contact me at (856) 449-1969, we can schedule an appointment.

Sincerely,

Crystal O’Kane