

1000 Main Street  
Anytown, WA 99999  
May 31, 2007

Dear Employer:

In response to your advertisement in **The Herald** for a Customer Service Representative, I am sending you my résumé.

I bring specific experience in customer service and sales, and have successfully served as a translator and advocate for Spanish-speaking clients and prospects. Currently, I cross-promote services, resolve client concerns and train new hires at ABC Bank. I am also responsible for business and community outreach to Latino customers.

In addition, I have spent the last 6 years as a reservist in the U.S. Marine Corps. In 2003, I participated in Operation Iraqi Freedom, where I was responsible for running heavy equipment and ensuring the security of our convoy. Since enlisting, I have received numerous awards, including a Meritorious Mast for supporting fellow Marines, sailors and civilians.

Besides being highly motivated, well-organized and personable, I am always willing to go above and beyond to get the job done.

I am confident that given the opportunity, I will prove to be a valued, long-term member of your team. I look forward to discussing with you further how I can make a positive contribution to your organization. Feel free to contact me directly at (555) 555-5555 if you should have any questions about my qualifications for employment.

Thank you for your consideration.

Sincerely,

John Smith

Enclosure