

Ms Leila Bing
124 Weybourne Close
Winchester
SO31

Tel: 07123 456 789

25 October 200X

Mr John Silverman
Head of Contact Centre
ABC plc
101 Westwood Road
Southampton
PO21

Dear Mr Silverman

Ref: Customer Services Vacancy

I read with interest the Customer Services Executive vacancy advertised on your company website. ABC plc is well respected in the telecommunications industry for being customer focused, leading edge and is a reputed for rewarding talent. Consequently, I would relish the opportunity to work for you and have attached my curriculum vitae for your consideration.

Having worked as both a waitress and cashier during my studies, I have gained valuable commercial experience, developing strong communication and customer service skills. My achievements include being constantly commended for providing exemplary levels of customer service by customers and management alike, and for always being polite, courteous and friendly.

Having recently completed my 'A' levels, I am now looking for a future in customer service as this is where my passion and expertise lie. Moreover, I am enthusiastic about the telecommunications industry as it is constantly changing, fast paced and progressive.

I am committed to work hard to fully appreciate and understand your company's culture, your products and services, and your customers. I am confident that I would make a significant contribution to ABC plc and I look forward to hearing from you.

Yours sincerely

Leila Bing

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