

## Sample Cover Letter

John B. Reyes (**Return Address**)  
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July 7, 2005 (**Date**)

Ms. Laura Johnstone (**Contact Title/Address**)  
Manager  
County Auto Sales  
987 Main St.  
Hartford, CT 06106

Dear Ms. Johnstone: (**Greeting**)

it was with great interest that I read County Auto Sales' advertisement for a Customer Service Manager. I am confident that my years of customer service experience in the car rental and medical fields, combined with my trilingual skills, will make me an asset to your team.  
**(Paragraph 1)**

Specifically, during my 3 years with Tri-City Auto Rental, I introduced new strategies which increased sales by 25% annually while increasing customer satisfaction by 28%. Additionally, I was able to translate all of our sales and marketing material into Spanish and Portuguese, allowing us to significantly increase our sales in these communities. Because the Hartford area includes many Spanish- and Portuguese-speakers, implementing similar marketing ideas for County Auto Sales would result in an increase in business. Finally, my customer service leadership resulted in the award of "Employee of the Month" on 3 separate occasions.  
**(Paragraph 2)**

Thank you in advance for your consideration. I am eager to discuss how my ideas and experience can assist your business. Toward that end, I will call you in a week's time to answer any questions you may have. **(Paragraph 3)**

Sincerely,

John Reyes

Enclosure (**indicates resume is enclosed**)