

Sample Response Cover Letter

424 N 8th St
Birmingham, AL 67325

November 17, 2001

Ms. Melissa Bruce
Human Resource Manager
Coburn Insurance Company
147 E 3rd St
Birmingham, AL 67325

Dear Ms. Bruce:

This letter is in reply to your advertisement in today's *Ledger* for a position in your Customer Relations Department.

My past employment as a counter clerk and salesperson helped me develop a very successful manner of dealing courteously with the public. Even under stressful or busy circumstances, I have the ability to remain polite and unruffled, and still get the job done.

I am especially interested in this position because my experience with customer relations is an important qualification which I could bring to your growing company.

I would appreciate an opportunity to meet with you to discuss how my experience will best meet your needs and am available for an interview at your convenience. You can contact me at (305) 853-7413. I look forward to speaking with you. Thank you for your time and consideration for the position in your Customer Relations Department.

Sincerely,

John LeBlanc

Encl: Resume