

Email Correspondence

Job Posting

Subject Line of Email: Job# 617, Customer Service, Pertsen

Dear Ms. Katz:

I am interested in being considered for the call center customer service position (#65488922) posted on the Central Piedmont Community College CONNECTIONS website. I have attached my résumé for your review.

My education and work experience make me a strong candidate for the customer service position. I earned an associate's in business administration from CPCC, where I was on the President's List for three semesters. During my four years working at Acme, I gained significant experience with customer service, including handling phone inquiries. My former supervisors and instructors will tell you I am a courteous worker who learns quickly. In addition, I am familiar with the latest computer software, including Microsoft Word, Outlook, Access and Excel.

I am excited about the opportunity to join your team. Please feel free to contact me at kmpert12@email.cpcc.edu or 704-555-0000 to further discuss how my qualifications make me a good fit for this position. I look forward to hearing from you soon.

Sincerely,
Diandra Pertsen
555 Main Street
Charlotte, NC 28210
kmpert12@email.cpcc.edu
704.555.2222 cell • 704.555.0000 home

Subject: Job Opportunity Inquiry

Dear Ms. Sorenson:

I read about XYZ Company in the *Charlotte Business Journal* and I would like to inquire about management employment opportunities within the management trainee program. My résumé is attached and I would appreciate your consideration for this opportunity.

I will graduate in May from Central Piedmont Community College with an associate's degree in business administration. I started my own landscaping company in high school. Since then, I have held leadership positions including vice president of the Honor Society and co-founder of a volunteer group dedicated to helping the community. In college, I held a retail position at which I exceeded monthly sales goals each month of my employment by up to 50 percent, as a result, I was honored as employee of the year in 2008.

My research shows that XYZ Company is among the top 10 in its industry. I would be proud to work for a company recognized for its innovation and integrity. The management trainee program is of particular interest to me because it would allow me to use my leadership skills and fulfill my interests in marketing and sales. XYZ Company's reputation for customer satisfaction is impeccable, and my dedication to customer satisfaction would be a true asset to your company.

My skills, qualifications and interests are an excellent match with the values that your company holds. I would appreciate the opportunity to meet with you. I will contact you early next week to discuss employment opportunities. If you have any questions or would like additional information about my qualifications, you can reach me at 704.444.3333. Thank you for your time, and I look forward to speaking with you.

Laticia Mann
128 Church Street
Matthews, NC 28105
laticiam45@email.cpcc.edu
704.444.3333 cell • 704.444.5555 home

Job Inquiry