

# Cover Letter Email Examples

## Responding to a job posting

**Subject line of email:** Job #41668, Customer Service Representative, Pertsen

Dear Ms. Katz,  
I am interested in being considered for the Call Center Customer Service position (#41668) which was posted on the Central Piedmont Community College student job board. I have attached my résumé for your review.

My education and work experience make me a strong candidate for this customer service position. I am earning an Associate in Arts at CPCC, and plan to transfer to the University of North Carolina-Charlotte to major in Communications. I have maintained a 3.7 grade point average while working full time at Acme Systems. Supervisors and colleagues at Acme will tell you that I am a patient and friendly worker who puts customers first. Many returning customers request to speak with me when they call, and, last year, I piloted a program that provided customer service through the use of social networking and other internet applications.

I am excited about the opportunity to join your team. Please feel free to contact me at [kmpt1244@email.com](mailto:kmpt1244@email.com) or 704-555-8080 to 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, Apt. B  
Charlotte, NC 28210  
[kmpt1244@email.com](mailto:kmpt1244@email.com)  
704-555-8080 (cell)

Reference a specific job in your email subject line.

## Making a job inquiry

**Subject line of email:** Job Opportunity Inquiry, Mann

Dear Ms. Sorenson,

I read about XYZ Company in the Charlotte Business Journal, and I would like to inquire about opportunities within the Reach Higher Management Trainee Program. My résumé is attached, and I think you will find that I have the background you are seeking.

I will graduate in May from Central Piedmont Community College with an Associate in Applied Science in Business Administration with a concentration in Marketing. I have held leadership positions, including Vice President of the Honors Society and co-founder of a volunteer group dedicated to helping our community. I started my own landscaping company in high school, and, in college, I exceeded monthly sales goals each month by up to 50 percent at my job as a sales associate at Target. As a result, I was honored as Employee of the Year in 2017.

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 fulfill my desire to lead and work with a team. XYZ Company's reputation for customer service is impeccable, and my dedication to customer satisfaction would be a true asset to your company.

My skills, qualifications, and interests match the values that your company holds. I would appreciate the opportunity to meet with you. I will contact you early next week. If you have any questions or would like additional information, you can reach me at 704-444-5522. Thank you for your time, and I look forward to speaking with you.

Best regards,

Leticia Mann  
128 Church Street  
Matthews, NC 28105  
[Laticiana455@email.cpcc.edu](mailto:Laticiana455@email.cpcc.edu) · [linkedin.com/in/leticiamann](https://www.linkedin.com/in/leticiamann)  
704-444-5522 (cell)

Include the web address for your LinkedIn Profile in communications with employers.