

## SAMPLE BULLETED STYLE COVER LETTER

Month, Day, Year  
Name of Contact Person  
Correct Title or Position

### REMI CHARMIER

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Date

Human Resources or Contact Name  
Company  
Street Address  
City, Province, Postal Code

RE: Job title

Dear (Name):

***"When you walk into a store as a customer, how do you measure quality service?"***

Receiving exceptional customer service and support is something all consumers and corporations seek from their product and service providers. After reviewing your posting for a (position title) it is obvious that (company) is committed to providing a superior level of service for their customers. I share this commitment to customer service and support, and am very interested in learning more about this role. I therefore have submitted my résumé for your review and consideration.

My areas of expertise that qualify me for this key position are:

- 7 years experience in Customer Relations Management and a track record of over 15 years in business administration and management
- Highly developed competencies in investigation, negotiation and resolution of business to business complaints
- Exemplary communication and relational skills to act as a liaison on behalf of executive, sales, service, administration, credit and leasing issues
- Strong attention to detail and organization
- Familiar with ISO certified environment

I believe this combination of experience and expertise in customer service and administration would be an asset to your (team/department/business group), and would very much appreciate the opportunity to discuss my qualifications and how they may add to the future success of (company). Thank you in advance for your consideration. Looking forward to hearing from you at your earliest convenience.

Sincerely,

Job Applicant  
Enclosure: Résumé