Kelly Timmons

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August 17, 2020

Ms. Maribel Jones   
Human Resources Manager   
Belview Electronics   
123 Main Street   
Huntington, NY 11743

Dear Ms. Jones:

I was excited to find the Customer Service Representative position on the Belview Electronics website's Careers page. I believe I would be a good fit for your company because I have all of your required qualifications, as well as extensive experience in customer service and the electronics industry.

I have a bachelor’s degree in computer science, and I am fluent in both English and Spanish. In addition, I worked as a customer representative for a local plumbing company while I was in college. I have excellent phone skills and the ability to multitask. In addition, I am well organized, and proficient in most word processing and spreadsheet programs. My schedule is very flexible, and I would be happy to work evenings or weekends as necessary.

Thank you so much for your consideration. I’ve included my resume so you may further review my qualifications for the position. My cell phone is 555-123-4568, and my email is kelly.timmons@myemail.com. I look forward to hearing from you so we can arrange an interview.

Sincerely,

*Kelly Timmons* (signature for a hard copy letter)

Kelly Timmons