Email Cover note

**Subject line : Customer Service Position**

Dear Mr Brown,

I would like to apply for the Customer Service position advertised in the Central Coast Advocate Express on 23rd November, 2010.

I recently completed Year 12 at Wyong High School. My final Year 12 report indicates that I should achieve good results in my Higher School Certificate. I successfully studied Mathematics, English, Business Services and Retail Operations and computer applications.

I am competent in a range of areas including an awareness of good customer service, confident communication skills, ability to file and maintain accurate records and demonstrated skills working effectively within teams. I have successfully completed Work Placements in Retail and Business Services where I demonstrated an ability to quickly adjust to the work environment and contribute effectively to daily tasks. I am motivated, goal orientated and have a friendly manner which I feel would assist me to provide a high standard of service to your customers.

Attached is my Resume’ for your consideration. I would welcome the opportunity to meet with you to discuss my application further.

Yours Sincerely

Sally Smith