

Sample Cover Letter

04/04/2005

Your Full Name,
Street Number and Name,
Suburb, state, postcode
Tel: Your phone numbers

dd/mm/yyyy

Mr/Ms Full Name,
Title,
Company Name,
Street Number and Name,
Suburb, state, postcode.

Dear (correct name of contact),

I wish to apply for the position of *Call Centre Supervisor* as advertised in The Age on October 2004. The job reference number is 123456.

I have enclosed my resume to provide you with an overview of my experience and training. I have 10 years experience working in call centres and a solid commitment to this important customer service field. My most recent position has provided me with two years supervisory experience as team leader of 20 staff.

I wish to build on my achievements and take on a management position in this area. To assist me in this goal I have recently completed a six-month course in Managing Customer Service Centres. As a result, I can offer you a combination of practical experience and up to date theoretical knowledge.

I would be very pleased to discuss my application further with you at your convenience. Please contact me at the above address so that I can provide you with any additional information you may require.

Yours sincerely,

(signed)

Print Your Name