

SAMPLE COVER LETTER: CUSTOMER SERVICE REPRESENTATIVE

No. 421 Dong Ling Street
Beijing 000000
July 4, 2000

Mr. XXXXXXXXXXXX
Manager of Human Resources
XXXXXXXXXX Inc.
No. 102 Dong An Street
Beijing 000000

Dear Mr. XXX:

I would like to be considered for a position as your customer service representative in Beijing. I have read a report in the latest Far East Business Review which describes how your company helped several small companies in China establish advanced network communication systems. I am deeply impressed by your excellent services, and I want to join one of your worldwide service teams.

I am a recent MBA graduate specializing in marketing to industrial customers. I am now completing my one-year internship at ABC Inc. as a market analyst. Enclosed is my resume and a list of references.

I would appreciate the opportunity to discuss my qualifications with you. Could you arrange an interview with me? I will call you on Thursday morning, July 10.

Sincerely

[signature]

[name]

Enclosure: Resume