

Mr John Smith,
Operations Manager,
XYZ Car Dealership,
MacGregor,
Queensland 4109.

Dear Mr Smith,

I am writing in response to your advertisement seeking a customer services manager to run XYZ Car Dealership's service centre.

As you will see from my enclosed/accompanying résumé, my skills and experience are a good match for the position you are now trying to fill.

Of particular relevance is my five years experience working in a similar role and the award I received for excellence in customer service.

I'm aware of the high value XYZ Car Dealership places on service and believe I share the same philosophy on customer care.

I look forward to having an opportunity to meet with you to discuss how I could contribute to your team.

Yours sincerely,

Bill Brown