

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 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.

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

Yours sincerely,

Bill Brown
Phone
Email