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(Michael Jackson)
ABC Insurance
123 Smith St
Sydney, NSW 2000

Dear Michael Jackson / To whom it may concern,

Re: Call Centre Representative

As a highly driven and motivated individual with 2+ years experience in customer service and strong social skills I am writing to apply for the open Call Centre Representative position at ABC Insurance.

I am familiar with your company and personally use several of your services. I believe I have many skills that make me an excellent candidate for this position, and I have a background in building strong customer relationships. In my previous roles I have always been a well respected part of the team due to my *mature work ethic, punctuality* and *compassionate customer service*. I am able to work well under pressure, interact with clients in a welcoming manner, juggle multiple tasks at once and always keep a can-do attitude

I have enclosed my CV to support my application. It shows that I would bring relevant skills to the position, including:

- Strong interpersonal skills
- Efficient organisational & time management skills
- Great attention to detail
- Supportive teamwork

I would greatly appreciate the opportunity to introduce myself in person and further discuss this position.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,

Tom Cruise