

ROGER RESUMA

999 South Main Street, Chicago, IL 69999

Phone: (999) 555-4444 | Email: rresuma@resume-resource.com

February XX, 2012

Contact Name

Contact Job Title

Company Name

Company Address

Company City, State, Zip

Dear Mr./Mrs./Ms. Lastname:

Perhaps your organization is seeking a customer service professional with a proven track record of maintaining customer service quotas while consistently receiving positive feedback. If this is the case, then please accept the attached resume for your consideration.

In the past 11 years, I've worked in customer service for retail and electronics companies. My primary role included customer support in coordinating repairs, placing orders, processing returns and assisting clients with website navigation. During my career, I've demonstrated the ability to help businesses sell products and improve levels of customer service. As an example, I achieved perfect customer service grades for 14 of the last 48 months while still maintaining quotes for each month. I've also been able to improve processes by building spreadsheets that enabled the company to more effectively analyze and critique service inquiries.

I believe my background and qualifications would make me a perfect fit for your organization. My resume provides more details about my experience and accomplishments. I look forward to the opportunity to meet with you and discuss how my strengths can be an asset to your team. Thank you for your time and consideration. Please feel free to contact me via phone or email.

Sincerely,

Sign name here

Roger Resuma

Enclosure



America's #1 Online Resume Builder With Cover Letters

- Easy-to-use, guides you through step-by-step
- Resume templates, writing samples and tips
- One-click designs for the professional look you want
- Start from scratch or upload your resume

Try It Free! →

[Already have an account?](#)



Multiple Formats



No More Writer's Block



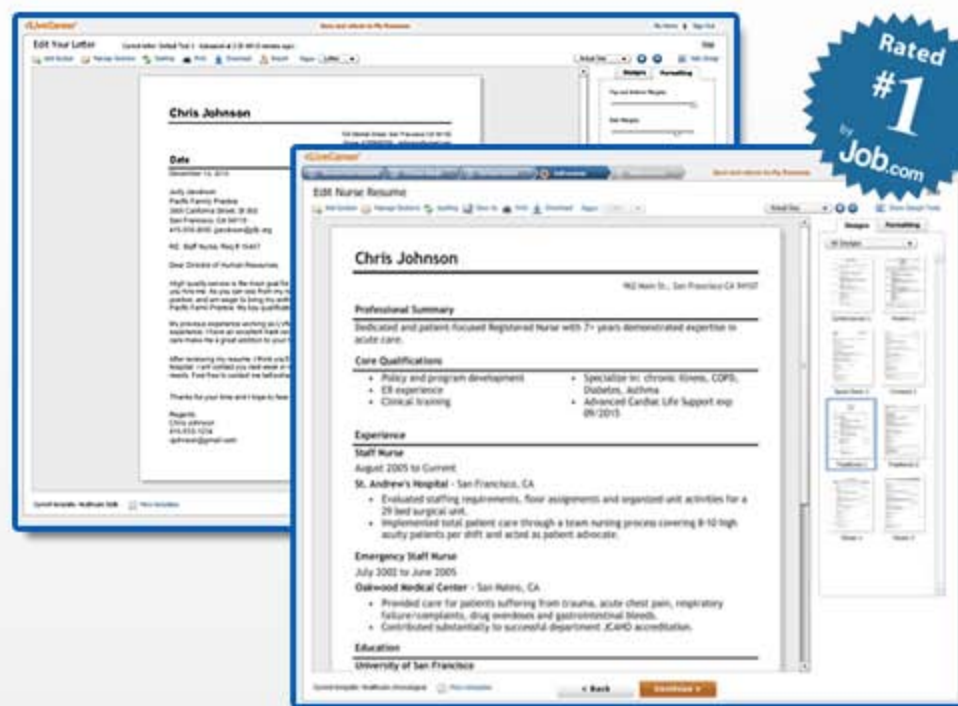
One-Click Designs



Live Help



Phone and Chat Hours:
7 Days a Week 6am to midnight EST



Write a resume - in minutes

Your resume is often your first and only chance to make a great impression on an employer. Managers will scan your resume for just 10 seconds to see if you're right for the job.

That's why your resume needs to be attractive and stand out. It needs to be well-written and highlight your skills to your best advantage.

The problem is most people don't know how to write a great resume and don't have the design skills to make it look professional.

- Our Resume Builder is designed to make resume-writing fast and easy.
- We match you with the right template and, in just one click, you can choose a professional design that will help you win the job.
- Our unique Text Tuner™ allows you to choose from hundreds of expert-written examples - no more writer's block!

Get the "most impressive resume builder on the market today". There's no risk; no obligation. We're so confident that you'll love our resume builder that you can try it for FREE.

According to our partners... "the most impressive resume builder on the market today."

YAHOO! hotjobs

EmploymentGuide.com

Job.com

onTargetjobs

Net-Temps

Joined.com

Customer Reviews

"I was completely unaware of what companies are looking for in a resume. This product helped me word and format my professional resume and the examples were extremely useful. Overall, this is a great product. I would highly recommend these services." - A. Danihels

"This resume tool is so much better than templates - just upload or enter your resume content and you get your choice of designs. It's magical! Anyone can benefit from this tool: from students to executives!" - Belinda Yanda

[View more reviews >](#)

