

Mr. Albert Englebert

29 Marion Road
Mill Hill, London, Nw7 9an
September 15, 20XX

Mr. Aldrin Wales
Human Resources Officer
London University

Dear Mr. Wales,

I Found Out Through An Advertisement Posted At The London University's Bulletin Board That You Are Currently Looking For A Customer Service Representative. I Have The Skills You Require For The Post And I Wish To Apply For The Said Position. Enclosed Is My Resume For Your Reference.

I Am Currently Finishing My Undergraduate Degree In Sales At The London University Which I Had To Stop Taking Due To Financial Constraint In The Past. Despite This, I Have Sufficient Training And Volunteer Work That Make Me Highly Qualified As An Entry-Level Applicant.

The Trainings I Have Attended Have Also Provided Me Knowledge In New Marketing Strategies. I Am A Dedicated And Hard-Working Person And I Believe That I Can Contribute To The Continued Success Of Your Company.

I Hope To Further Discuss My Credentials With You At Your Convenient Time. I Can Be Reached Through 0XXXXXXXXXX.

Thank You. I Hope For Your Consideration.

Sincerely,
Albert Englebert