
Your Name

123 Your Street
Your City, ST 12345
(123) 456-7890
no_reply@example.com

4th September 20XX

Ms. Margareta Rodriguez

JJ's Ice Cream Shop
55 Tejon Street
Vancouver, WA 98662

Dear Ms. Rodriguez,

I am writing to express my enthusiasm and interest in the Customer Service Position advertised in the *Columbian*. I have included my resume detailing my experience and education. In addition to my desire to join your team, you will find that I am a dedicated and driven individual capable of handling multiple tasks at one time.

I have a strong commitment to excellent customer service. During my time at Park Snack Shop, our team served more than 1,000 customers a day, as compared to 800 customers daily in 2015. This increase was the result of a shift team plan developed daily. The plan consisted of rotating responsibilities and delegating tasks among staff. Creating a plan every morning enabled us to provide efficient and effective customer service.

I am excited about the possibility of joining a team that has a tremendous reputation in the community. I believe that my skills, dedication, and enthusiasm would benefit your customers.

If you agree that my qualifications are a close fit for your needs, I would be happy to meet with you personally.

Thank you for your time and consideration.

Sincerely,

Student Name