**Cover Letter Sample in advertised opening**

Helen papadopoulos  
Address

Tel:

Email: a.name@ ihu.edu.gr

30/10/2012

Petra Dalmayer  
HR Manager  
ABC company

Address

Dear Ms. Dalmayer,  
  
I wish to apply for the position of Call Centre Supervisor as advertised on PTK site on 30 October 2012. The job reference number is 123456.

I have enclosed my CV to provide you with an overview of my experience and training. I have ten years of experience working in call centers and a solid commitment to this important customer service field. My most recent position has provided me with 2 years supervisory experience as team leader of twenty staff.

I wish to build on my achievements and take on a management position in this area. To assist me in this goal I have recently completed a six-month course titled Managing Customer Service Centers. As a result, I can offer you a combination of practical experience and up to date theoretical knowledge.

I would be very pleased to discuss my application further with you at your convenience. Please contact me at the above address so that I can provide you with any additional information you may require.

Yours sincerely,

[Sign your name here]