## Cover Letter Sample Unadvertised opening

Your name

Your address

June 7, 2012

DTI

Company’s address

Attention: Kathie Jameson

Dear Ms. Jameson,

Your recent advertisement in the Herald made it clear that customer satisfaction is an integral part of DTI. In addition, my close friend, Paula Chavez who is in your employ, suggested that my special talents might benefit your customer service department.

Part of my success is because I place a high value on personal integrity and represent both my employer and myself in an ethical and respectable manner. Added to my diligence in paying close attention to detail, as a representative of your company I would bring focus not only to the value of your services, but also to quality customer service and the ease of doing business with DTI. Furthermore, I am a hard, smart-working, self-starter who works equally well in a team environment or individually.

I will call you on June 15 to answer any questions about this letter or my resume in the hope of scheduling an interview. If you prefer, please contact me by phone (005) 123-4567 or e-mail, a.name@ihu.edu.gr

Thank you for your time in considering my qualifications.

Sincerely,

*Signature*

Your name