

RE: Employment Opportunity

Dear Hiring Authority:

I would like to express my interest in a position with your organization. I am confident that I have the ability, commitment, and drive to step into an appropriate position and quickly make a positive impact.

I can offer experience in customer service and business protocol, with a focus on a customer centric environment. This includes knowledge of quality customer care, business management, inventory/property control, interpersonal communication, tech support, chat line response, sales support, purchasing, and in making organizational decisions. I consider myself well organized, have good time management skills, valuable social skills, and am computer savvy. Quality work ethics are important to me, and I will work diligently to promote the success of your organization and to accomplish any and all duties or goals necessary to achieve optimal results.

In regard to my interest in a position with your organization, I do feel obliged to bring to your attention that I am a mature applicant. Admittedly, age can be a complicated factor in a hiring process, and may be considered an obstacle for both employers and job seekers. Employers generally prefer to hire an employee who fits their expectations of a long-term, dedicated team member. As a mature employee and quick learner, I can offer valuable life experience, excellent work ethics, agreeable social aptitude, and a well-founded understanding and respect for primary objectives and chain of command leadership. I can quickly define my key results area and link my accountability to your profitability and organizational goals. While I cannot offer a long-term commitment, I can, for approximately five years, commit to a fully dedicated and collaborative effort to the continued success of your organization.

Integrity is an important aspect to what I bring to the table. If you think that I might be of value to your organization I would be eager to discuss employment opportunities with you. Thank you for your time and consideration.

Respectfully,

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