

Jane Jones

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Sandy Springs, GA 12345

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4 September 2020

Hiring Manager Name

Hiring Manager, Customers, Inc.
123 Address St
Anytown, ST 12345

Dear Mr. Smith,

Please consider my enclosed resume for the position of customer success associate at Customers, Inc. My background and qualifications closely match the job description you've posted which makes me believe I am a good fit for the position.

My current position at Twistee Treat and my success at Sandy Springs High School proves I have a successful track record of multitasking and being able to handle a high-pressure environment successfully. I've been a valued member of the team at Twistee Treat, taking orders, answering phones and helping other team members wherever possible. I have balanced all of this while taking advanced classes at the high school and maintaining a 4.5 GPA.

I would love to speak with you about the current position as a customer success associate at Customers Inc. and show you how I can use my skills and background to meet your expectations for this role. I am available at your convenience. Please feel free to contact me at any time.

Sincerely,

[Jane Jones](#)