

Lily Woods

High School Graduate | l.woods@myemail.com | (234) 567-8901 | 321 Main Street, Boise, ID 01234

March 17, 2021

Danielle Lester
Senior Hiring Manager
DaBella
(987) 654-3210
d.lester@youreemail.com

Dear Ms. Lester,

Since 2018, I have achieved a 100% punctuality and attendance record, reflecting my reliability and committed work ethic. I believe that this accomplishment demonstrates my determination to excel and makes me an ideal candidate for a call center representative role at DaBella.

As a hardworking high school graduate with internship experience working for a leading home improvements brand, DaBella's reputation in the industry for providing outstanding customer service appeals to me. My recent achievements clearly show that I can be an asset to your company. These include:

- Exceeding my personal performance targets by 23% during my internship placement and making over \$1000 in sales
- Receiving praise from customers for my polite telephone manner and clear communication style three times
- Earning a school commendation for my elective Business Management and Marketing project in 2020

I would like to attend an interview to discuss how my qualities and skills can benefit colleagues and customers at DaBella. Please get in touch to suggest a suitable appointment.

Sincerely,

Lily Woods

P.S. I would love to explain how I raised over \$5,000 for my church's Poverty Action project in December 2020.