421 Liberty St.  
Kenyon, MN 55021

June 7, 2007

Ms. Jen Carlson  
Human Resources  
DTI  
111 Riverfront Ste 325  
PO Box - Box 157  
Wabasha, MN 55946

Dear Ms. Carlson:

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 an employee at DTI 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. Also, I have a 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 of customer service. Furthermore, I am a hard, smart-working, self-starter who works well in a team environment.

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 (555) 454-1307 or e-mail, ljones@nowhere.com.

Thank you for your time in considering my qualifications.   
  
Sincerely,

*Signature*

Linda Jones