

# J E F F S N Y D E R M A N

**Campus address:**

44 Elm Street  
South Orange, NJ 07079

Phone: 973-555-9204 • E-mail: [snyder22@hotmail.com](mailto:snyder22@hotmail.com)

**Permanent address:**

12 Shawnee Road  
Short Hills, NJ 07078

Date

specific name of recipient

company name

address

address



Dear [specific named individual]:

My background in customer relations and service, coupled with my comprehensive language training and academic background, would enable me to make a valuable contribution to a position serving customers of your excellent MultiLingua Language Training Systems.

I graduated with a Bachelor of Arts degree from Seton Hall University. I made it a point to gain work experience while in school, thus demonstrating a solid work ethic and no fear of rolling up my sleeves and getting the job done. My academic courses have required me to possess a vast knowledge of language training. I am also adept at business troubleshooting and problem-solving – identifying and analyzing marketing- and management-related issues and developing innovative solutions.

Having used the MultiLingua System myself to learn German, I possess a comprehensive understanding of your product. I maintain knowledge of how people learn languages through extensive research and interest.

Quality customer service has been a basic function of my everyday life. Virtually all my employment history has required me to exercise clear, concise communication skills and to promote customer satisfaction.

With these skills, I am confident I am a perfect match for a position within your company. I am most eager to implement my experience and contribute to your growing organization. I am convinced it would be worthwhile for us to meet. I will call you soon to schedule an interview. If you have any questions, feel free to call me at 973-555-9204.

Thank you for considering me.

Cordially,

Jeff Snyderman