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Merry Benz
Dhr. Eugene Kracht
Straatweg 4
3439 LD , Nieuwegein
Utrecht, 22 september 2022

Subject: application for "Customer Service Employee Roadside Assistance"

Dear mr. Kracht,

I was excited to see your job listing for a "Customer Service Employee Roadside Assistance". It would be an honor for me to work for a respectable brand such as Merry Benz. After reading your vacancy, I am convinced that I just might be the missing link of your company. With this cover letter, I hope to convince you.

Last year I obtained my MBO (College) commercial administrative diploma. During my internship at General Motors, I discovered that I have a passion for clear communication and informing customers fully. This simply makes the working atmosphere much nicer, because in this way both employees and customers are in a good mood. I am also good at analyzing information, to quickly retrieve the necessary data to make a correct diagnosis. Thanks to my internship in New Zealand, I have improved my communication skills in English on a business level. For a summary of my background and skills, I am attaching my cv.

What appeals to me about the vacancy is the possibility to develop myself professionally. My passion for cars comes from my family. I grew up in a nest where almost everyone is involved with cars in one way or another. In my spare time I love to watch the latest episodes of Supercar Blondie. Working at Merry Benz as a roadside assistant would be a valuable addition to my cv. I am a fast-learning person who is highly motivated. I understand that the customer service is available 24 hours a day and I would not mind working different shifts.

I look forward to discussing the job details and my qualifications in more detail. Thank you for considering my application.

Sincerely,

Selima al Nabih Saliba

Appendix: CV (UK) / Resume (USA) (file name)