**Sample Career Change Resume Cover Letter**

**Richard Anderson**  
1234, West 67 Street,   
Carlisle, MA 01741,  
(123)-456 7890.  
  
Date: 1st January 2009

**Justin Holloway**  
XYZ Music Store,  
1234 Archer Road,  
Gainesville, Fl 32607,  
(352)-555 1635.

Dear Mr. Justin,

This resume cover letter is to convey my curiosity in talking about the Sr. Customer Service Administrator position advertised on the ABC Company website. The opening offered in this list is very interesting, and I am sure that my great experience and qualification will build me an ideal applicant for this position.

My key strengths that I have for achievement in this position contain the following:

* A self-starter person.
* Offer outstanding contributions to client service for all clients.
* Endeavor for constant excellence.
* Superb communication skills.
* Enthusiastic to become skilled at new things.

I have a broad experience of the type that provides you the flexibility to put me in several contexts with assurance that the degree of superiority you foresee will be met. Please give a look at my resume.

I expect that you will find my experience and concerns interesting enough to deserve a in person meeting, because I am sure that I could offer worth to you and your client.

I am looking forward for call from you. Please contact me at above phone number.

Thank you!

Sincerely,

(Signature)

Richard Anderson.

Enclosure Resume.