

Betty Francois
200 Ludlow Street
Stamford, CT 06902
203-570-8832
Francoisbetty360@gmail.com

To whom it may concern:

I am writing about the current available position at your company. My resume details my uncommonly thorough background in leadership, my people skills and years in customer service experience. It also details my ability to work independently and work as a team. What my resume does not describe is my character. I am a conceptual thinker, a generator of creative ideas, a self-starter, very responsible and a supporter. I have the ability to take and follow direction.

I would like to welcome the opportunity to further discuss this position with you. If you have any questions, or would like to schedule an interview, please contact me by phone at (203)570-8832 or by E-mail at francoisbetty360@gmail.com

I am looking forward to hearing from you soon

Sincerely,

Betty Francois