**JOAN SNOW**

MOBILE: | EMAIL:

Insert date here

Dear Sir / Ma’am (Use hiring managers name if possible)

With this letter and my attached Curriculum Vitae I would like to express my sincerest interest in the Service Advisor position you have available. I have been working in the motor industry as a service advisor for the past 10 years. During this time I have acquired a wide range of knowledge and skills that will allow me to contribute immensely towards the success of your company.

I imagine that you are currently seeking a candidate who is able to build immediate rapport with customers and diagnose their needs, this exactly what I am able to do. I have attended numerous work courses over the past 10 years which have allowed me to maintain a comprehensive vehicle knowledge base. This allows me to work effectively with customers, write up job cards, offer technical advice and up sell clients where possible. In addition, I am analytical, energetic and quality focused with strong communication and listening skills.

Records of my success in similar roles are evidenced by numerous awards and achievements *(Please see left column)* for outstanding customer service and performance. My proven dedication to optimizing customer service and sales success, along with my exceptional problem solving, communication and team collaboration talents will contribute greatly to the success of your organization.

Thank you for your consideration, and I look forward to speaking with you soon.

Sincerely,

Joan Snow