

# SAMPLE COVER LETTER

Vanessa Giuliani  
8965 Rainbow Avenue  
Tustin, Ca 92605  
(714) 678-9859

Brandon Jones  
Wells Fargo Bank  
7896 Main Street  
Irvine, Ca 92614

November 8, 2004

Dear Mr. Jones,

My name is Vanessa Giuliani and I am applying for the Phone Banker position. I heard about the job through the Irvine Youth Employment Services. My work experience qualifications match the job requirements you are looking for.

I have had two years of customer service experience working as a retail associate and serving as a waitress in a restaurant. I work well under pressure in a fast-paced environment. I enjoy working with the public, assisting with questions, and problem solving.

Thank you for taking time to review my application. I look forward in hearing from you. Should you have additional questions, please contact me at (714) 678-9859 or via email: [VanGiuliani@yahoo.com](mailto:VanGiuliani@yahoo.com). Have a great day!

Sincerely,

Vanessa Giuliani