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Checkmate Inc.  
Branch Recruiter  
1234 Salvio Blvd.  
Cambridge MA 02138

Re: *Customer Service position*

Dear Recruiter,

Focusing on the issue at hand is my specialty. I thrive in a fast paced, structured, and team-oriented environment. Please consider me for the Customer Service position advertised in the Circle Lake Times.

I was recently chosen as the employee of the month for my willingness to work with customers to ensure their satisfaction. Being an attentive listener assists in my ability to find positive resolutions to questions that may appear to be unanswerable.

I can be reached at the number above or at my email address.

Sincerely,

Kenya Spears

Enclosure: resume