

Cold Introduction Letter

Your Full Name,
Street Address,
Suburb, Province, postcode
Tel: Your contact numbers

Date
Mr/Ms Full Name,
Position Title,
Company Name,
Street Address,
Suburb, Province, postcode

Dear (contacts name),

I am looking to join a company that values its call Centre Staff and with whom I can foster a prosperous career. I am writing to (company) seeking a potential position as a Call Centre Supervisor.

Enclosed is my resume and I trust that it will provide you with an overview of my experience and training in this field. I have 8 years experience working in a customer care environment and am passionate about this field. My most recent position has provided me with two years supervisory experience as a leader of a team of 15.

To further peruse my goal of taking on a management position in this dynamic field I recently enrolled and successfully graduated from a 6 month Call Centre Management course. This together with my solid experience and knowledge in this area will offer you a powerful blend of theoretical knowledge and practical implementation skills

Please feel free to contact me at you convenience to set up an interview or if you require any further information from me. Kindly use the details that I have provided above,

Yours sincerely,

(signed)

Your Name

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