Taro Tenshoku

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26 January 2019

Mr. Fred Smith

LCKK Group Sales

500 Welcome Way

PARKES NSW 2870

Dear Mr. Smith

**RE: Application for the Call Center Manager position, job reference number 4321**

I wish to apply for the position of Call Center Manager as advertised in the *Parkes Champion Post* on 24 January 2019. The job reference number is 4321.

As you will see in my attached resume, I have over 10 years work experience in the call center industry. Over this time I have worked my way up to my current position of Call Centre Team Leader with The XYZ Company, where I currently supervise 15 staff.

I am an enthusiastic self-starter and enjoy working in a team environment. I feel that after 3 years my current position, I am ready to move into a management position.

I would be pleased to discuss my application with you and I am available for an interview at your convenience. I can be contacted at the phone numbers listed above.

Yours sincerely

Taro Tenshoku

Taro Tenshoku

Enclosure

・Resume