

Theodore V. Reynolds

711 East Palm St., Unit E, Burbank, CA, 91501
theodorereynoldsjr@gmail.com • 323-994-4751

Date August 19,2022

Dear Hiring Manager,

I am applying for the position at your company. I am excited to become a part of your team because my skills and past work history will make me an asset to your company.

I am eager to apply my 6 years of supervisory and customer service experience to become a trusted and skilled team member. In addition, I am a fast learner with a track record of being adaptable and flexible to changes while remaining focused on completing tasks according to instruction.

I have also acquired leadership skills coupled with excellent interpersonal and communication skills including proficiency in both the English and Spanish language. I am a hard worker, reliable, organized, and detail-oriented with a proven ability to work independently as well as part of a team.

Thank you for taking the time to consider my application. I look forward to hearing from you and learning more about the company and the position. You may reach me by telephone at any time.

Sincerely,

Theodore V. Reynolds