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| **robert smith**  **Service Advisor** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am writing to apply for the position of Service Advisor at [company name]. I have been working in this field for over ten years, and I believe I have a lot to offer your organization.

I am very excited by the opportunity to work in a new environment and with a company that has such an impeccable reputation for excellent customer service. I feel my past experience as a Service Advisor will make me an excellent fit for your team.

In my current position, I have established myself as one of the most valuable members of the service department staff. My sales figures consistently far exceed those of my colleagues and have been recognized with multiple awards from the store. I received an award last year for selling over $250,000 worth of service in one year, which was among the highest in the entire city.

I also consistently receive praise from customers about my ability to help them understand what repairs are necessary, how much they will cost, and when they should be done.

I look forward to discussing this opportunity further with you. Please reach out if you have any questions or would like any additional information about my experience or qualifications.

Sincerely,

[Your Name]