

# JORGE YUNG

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000.000.0000 Residence • Jorge.Yung@bcmail.com

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Date

Manager  
ABC Company  
1234 Career Road  
Chicago, IL 60606

RE: <Name of Position> advertised \_\_\_\_\_

Dear <person or title>,

Customer-Focused Key Account Management Skills, high customer retention and extensive knowledge of international shipping, logistics and customs requirements briefly describes the background I can bring to your organization.

Highlights of my background include:

- **Consistent track record of top performance.** I have 8+ years of solid customer service experience and have achieved a 95% customer satisfaction ratio. I am a skillful bilingual negotiator and have achieved success monitoring and controlling the movement of goods through international channels.
- **Outstanding organizational and communications skills.** My strong organizational and communications skills help me handle multiple issues efficiently, and I quickly gain trust and develop strong customer/forwarder/vendor relationships. I am particularly strong in supporting my co-workers in order to meet team goals.

I would like to discuss in greater detail the valuable contributions I would make at your organization. I can be reached at (000) 000-0000. Your time and consideration are most appreciated.

Sincerely,

Jorge Yung