Dear Golden Horn, To whom it may concern, 10.10.2014 İSTANBUL

I am writing in response to your advertisement in Career.net website regarding the post of call center Rep.Marketing assistant. Please find enclosed my CV summarizing my education, job experiences and qualifications.

I first became interested in doing this job for training and permanent job as you especially state in your advertisement.My first experience about organizing and managing clientele list was in Ankara as I was a secretary but it lasted three months and then I moved to İstanbul. When I saw your advertisement, I noticed that my communication skills are what your position needs. Secondly, I found suitable the location of job since I live in Kadıköy as you want from your candidates.

I am good at scheduling appointments, establishing and maintaining relationships with potential and current clients but I do not find sufficient to stay on the phone all day. I also love training and working irregular times especially in nights as you need for the job because I have full of energy to help people to make heavy volume of calls each day. I believe I am a bright, friendly and persuasive person in addition to I have a great sense of humor. I find myself a suitable candidate in this field, and it is the reason that I am applying for the post you have advertised.

I would be available to come for an interview at any time. I look forward to hearing from you.

Yours faithfully,

Meltem BAHÇEKAPILI