Cover Letter

Fictional example. All people, employers and job details are invented.

Name	Rina Example
Contact	rina.example@example.com
Date	November 11, 2026
Recipient	Hiring Team Sample Harbor Supply Ltd.
Role / Job ID	Customer Operations Assistant (CS-214)

Dear Hiring Team,

I am applying for the Customer Operations Assistant position (CS-214) at Sample Harbor Supply Ltd. The vacancy describes checking order details and coordinating delivery updates. I am interested in the role because it combines careful record-keeping with communication across teams.

As an order support assistant at Example Stationery Ltd., I entered orders, checked product codes and quantities against purchase orders, and asked the account coordinator about discrepancies. When a delivery date changed, I recorded the update in the shared order log and passed unresolved items to the next person on duty. That experience is relevant to the order checks and delivery follow-up described in your vacancy.

Thank you for considering my application. My résumé includes further details about my order support work. You can reach me at the email address above.

Sincerely,

Rina Example