

Diya Easton
99 Cactus St.
Santa Cruz, CA 95060
831-212-2500
DEaston@email.com

May 10, 2021

Harlow Sykes
Manager
Basil Inc.
8452 Yukon Rd.
Marlton, NJ 08053

Dear Ms. Sykes,

Thank you for your response to my application for the marketing assistant position. I understand you have decided to pass on my application because I do not have three years of experience working with multi-line telephones. I would like to urge you to reconsider because of my three years of experience as a hotel concierge, where I was primarily responsible for answering phone calls for guests.

I understand this is an important quality for whoever takes on this position. I would like to take this opportunity to correct a misconception about my own qualifications. In my resume, I highlighted other tasks from my time as a hotel concierge to showcase the breadth of responsibilities I mastered in this role. However, I want to reassure you I have the necessary phone etiquette experience to succeed in this position.

I believe I would be a good fit for this position based on my customer service skills and my organizational skills, in addition to my experience answering phones.

I believe with my qualifications and experience; I would be the best person for this position. I urge you to reconsider your decision. Thank you so much for your time.

Sincerely,
Diya Easton