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1/20/2025

Joe Byron

Hobbs & Associates

6550 Commonwealth Dr.

Roanoke, VA, 24018

Dear Joe Byron,

I am writing to express my interest in the Inside Sales Assistant position at Hobbs & Associates, as advertised on your website. With my background in business administration and a strong commitment to positive customer relations, I believe I am well qualified to contribute to the success of your team.

In my previous role at Jersey Mike's, I ensured a positive customer experience. This experience helped me develop strong skills in communication and problem solving, and a solid understanding of the importance of being reliable. I am confident that these skills will enable me to make valuable contributions to Hobbs & Associates.

I am particularly drawn to Hobbs & Associates because of their commitment to serving local communities and taking care of you, both your customers and employees. I am eager to be part of a team that values delivering reliable and on-time service, and I am excited about the opportunity to bring my customer service skills to help drive continued success.

I would welcome the opportunity to further discuss how my qualifications align with the needs of your team. Please find my resume attached for your review. Thank you for considering my application. I look forward to the possibility of contributing to your team and am available for an interview at your convenience.

Sincerely,

Keaton Ellis