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# Example of Customer Service Assistant Cover Letter

972 Louis Land
Murazikbury, GA 68678

**Dear Max Thompson,**

In response to your job posting for customer service assistant, I am including this letter and my resume for your review.

In the previous role, I was responsible for customer service policies and procedures.

Please consider my qualifications and experience:

* Knowledge of finance systems and invoicing
* Working within Quality Systems
* Completion of Administrative Skills Testing assessment
* Experience working in an environment governed by GMPs (Good Manufacturing Practices) and other regulations such as Sarbanes Oxley
* Maintains phone/customer service etiquette according to Elanco Customer Service standards of excellence
* Responds courteously to customer requests and processes orders via toll free phone line
* Active member of project teams
* Effective time management of the phone queue, emails and projects

**Thank you for taking your time to review my application.**

Sincerely,

Cameron Wiza