

# Client Service Representative Cover Letter

35283 Everette Isle Sheltonville, AK 94214

**Dear Onyx Corwin,**

I am excited to be applying for the position of client service representative. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for information and answers to internal and external parties in regards to SVC's data services, products, procedures, policies, and documentation.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- High level comfort of answering phones and emails
- Prior clinical laboratory client service experience, preferred
- Professional, positive attitude and interpersonal savvy
- Customer Centric and geared towards problem solving
- Outstanding communication, listening and analytical skills both in-person over the phone when dealing with customers at all levels
- Effectively listen to a customer's issue and communicate the problem in a way that the service technician will be able to use to resolve the problem
- Bilingual Spanish or Vietnamese speaking preferred
- High School Diploma or equivalent. Driving license and proof of adequate insurance. Some college or sales experience preferred

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Dallas Schaden