

# Client Service Representative Cover Letter

85833 Kathryn GlenNorth Masonfurt, MS 67141

**Dear Corey Dare,**

Please consider me for the client service representative opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for administrative direction in the implementation and application of appropriate policies, procedures and standards of care.

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:

- Sales process training preferred
- Friendly, compassionate
- Able to remain calm under stress
- Comfortable using and entering data into computers
- Work well with teammates and supervisors
- Independent, motivated, self-directing
- Minimum type speed 35-40 wpm
- Able to safely lift 30#

**I really appreciate you taking the time to review my application for the position of client service representative.**

Sincerely,

Blake Ondricka