

Customer Service Agent Cover Letter

9440 Jacqui Crossroad Andrews side, MD 68342-2419

Dear Story Tillman,

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

In my previous role, I was responsible for any required billing information to Accounts Payable. • Track terminal expenditures and revenue and assist with weekly forecasting.

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:

- Previous experience of working in a clerical / administrative environment
- Experience of using spreadsheets and databases
- Experience of working with detailed numerical data and currency
- Computer and keyboard skills including all MS Office applications
- Educated to GCSE standard or equivalent in Mathematics and English
- Pass a comprehensive and in-depth IdentoGO background check and drug test
- Manage in and outbound calls, customer emails, letters and general admin duties
- Actively listen and retain information to support the customers enquiry

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

Sincerely,

Phoenix Metz