

Customer Service Professional Cover Letter

62910 Roland BurgsSouth Bonnyfort, AZ 19293

Dear Bellamy Zieme,

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

Previously, I was responsible for direct reports with guidance, leadership, tools and authority to ensure customer satisfaction through effective communication, problem solving, professional phone etiquette and efficient processes.

Please consider my qualifications and experience:

- Handle/resolve customer complaints and concerns
- Great customer service skills and mind set
- Excited to learn and able to pick up new skills/technologies quickly
- Proficient with MS Office – Word, Excel, PowerPoint, Outlook, and some Visio
- Positive attitude, handle stressful environment well
- Good working knowledge of English and French (oral and written) is a demand and German is preferred
- Professional appearance, demeanor, and personality
- Professionalism and a customer service oriented mindset

Thank you for taking your time to review my application.

Sincerely,

Tyler McLaughlin