

Customer Service Representatives Cover Letter

922 Wiegand TurnpikeSwaniawskishire, ME 40350-5762

Dear Stevie Bailey,

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

In my previous role, I was responsible for leadership and guidance to improve Technology Applications Specialist territory management skills, overall skills and customer relations' skills through scheduling of appropriate training.

Please consider my experience and qualifications for this position:

- Not easily frustrated by challenges and change
- Patience, sensitivity and empathy for our customers
- Client information
- Personal development needs
- Politely and calmly handle difficult customers
- Fill out incident reports and concisely note accident details
- Schedule and send out workers, equipment, and service vehicles to handle each and every case
- Good phone etiquette skills

Thank you for your time and consideration.

Sincerely,

Phoenix Gorczany