

# Customer Service Representatives Cover Letter

740 Lockman Alley East Renamouth, CA 91022

**Dear Shae Crist,**

I would like to submit my application for the customer service representatives opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for installation and repair services to residential and basic business customers including, but not limited to data, POTS, Internet service and equipment.

Please consider my experience and qualifications for this position:

- Passion of delivering extraordinary service
- Team player who understands the critical of working with team to provide extraordinary service to clients
- Ensuring an outstanding customer experience through providing premier service
- Ambition to grow within organization
- Knowledge of Contact Management Tools and Microsoft Office
- Strong phone demeanor
- Working knowledge of Internet
- Successful completion of Drug Screen and Background check which includes Criminal and Credit)

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Peyton Leffler