

Customer Service Representatives Cover Letter

197 Fred GardenBauchtown, NY 79841

Dear Landry Kub,

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

Previously, I was responsible for outstanding customer service to external and internal customers on a consistent basis; computer navigation and keyboarding skills; excellent written and verbal communication skills; good time management skills; ability to work well independently; Excel and Word experience.

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:

- Friendly, customer-focused individual
- Have proven success in a customer service role
- Be comfortable managing up to 50/75 inbound/outbound calls per day
- Be comfortable doing data entry tasks
- Experience in account support or vendor management for various accounts preferred
- Professional & pleasant demeanor
- Proficient understanding of all applicable Client's policies and procedures and relevant legislative requirements
- Proficient experience with computer-based software such as Windows, MS Office

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

Sincerely,

Emerson White