

Customer Service Representatives Cover Letter

6279 Louanne Lane Donellaborough, NE 12828-1030

Dear Rowan Jaskolski,

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

Previously, I was responsible for software support including, but not limited to: software troubleshooting, work order fixes/corrections, profile maintenance, and certification updates to all of the client's facilities.

Please consider my experience and qualifications for this position:

- Attention to detail-documentation, work quality and follow-up
- Time management (dependable, accurate, and detail oriented)
- Comfortable with outbound calls
- Should be naturally upbeat and positive
- Able to execute/prioritize multiple tasks
- Experience in Windows and Internet-based environment
- Customer service or professional office experience preferred
- Flexible/adaptable to schedule change (shift changes as a result of business needs)

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

Sincerely,

Emerson Watsica