

Customer Service Representatives Cover Letter

1349 Emmitt NeckNew Charley, NH 67031

Dear Frankie Greenholt,

I submit this application to express my sincere interest in the customer service representatives position.

Previously, I was responsible for customer service using all tools available including, but not limited to, email and the Internet.

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:

- Proficient in Microsoft Office, internet and basic functions
- Confident and driven individual with great verbal and written communication skills
- Positive personality – Courteous and helpful demeanor
- Team oriented and works well with others
- O-Microsoft Windows
- Verifying information, data entry
- Miscellaneous clerical tasks as assigned
- Proficient in MS Soft Office applications and Medicare systems (preferably)

Thank you for taking your time to review my application.

Sincerely,

Avery Homenick