

# Customer Service Representatives Cover Letter

1989 Kuphal SummitPort Libbychester, WY 81952

**Dear Jordan Becker,**

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

In the previous role, I was responsible for callers with comprehensive assistance regarding a broad array of subject matter including but not limited to: application assistance; eligibility determinations; explanation of benefits; and benefit coordination issues;.

My experience is an excellent fit for the list of requirements in this job:

- Internet savvy with experience using various web browsers
- Computer proficiency (Excel, Word, Outlook)
- Computer familiarity, including internet and email functionality
- CRM familiarity
- VOIP telephone protocol experience
- Flexibility to handle multiple projects at once
- Strong teamwork and excellent written/verbal communication skills
- If designated, sort and screen correspondence receipts and resolve via coding of additional payment, possibly including salvage and/or completion by letter

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

Sincerely,

Riley Williamson