

Rep, Customer Service Cover Letter

3433 Fisher MillsJacquieport, TX 66548

Dear Shae Quigley,

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

In my previous role, I was responsible for and implement scheduling for office and Lead Guard staff including assignments, job rotation and time off approval.

Please consider my qualifications and experience:

- Result and action oriented, resourceful
- Strong work ethic, highly motivated, upbeat personality, team player
- Customer Service experience in a high call volume atmosphere
- Responsive performer comfortable in a fast-paced environment
- Extensive phone communication experience, customer service environment experience
- Knowledge of Microsoft (MS) Office to include Word, Excel and Outlook
- Capable of working independently yet as part of a team
- Approachable personality with professional customer/service focus

I really appreciate you taking the time to review my application for the position of rep, customer service.

Sincerely,

Shae Stracke