

# Customer Service Cover Letter Example

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## Your Name

Customer Service Representative

Phone Number | Email Address | City, State

Nov 27, 2000

John Doe  
Hiring Manager  
Company Name

Dear [Hiring Manager's Name],

I am excited to apply for the Customer Service Representative position at [Company Name], as advertised on [job posting source]. With my two years of experience in customer support, I am confident in my ability to contribute effectively to your team.

At [Previous Company], I managed daily customer interactions, consistently achieving high satisfaction ratings. My proficiency with CRM software, particularly [specific CRM software], has been instrumental in efficiently resolving customer issues, earning me a reputation for empathy and effectiveness.

[Company Name]'s dedication to [something specific about the company or its customer service philosophy] profoundly resonates with me. Eager to bring my customer service skills to such a dynamic environment, I am committed to contributing to the continued success of your team.

Enclosed is my resume for your review. I am looking forward to discussing how my experience and skills can support [Company Name]'s goals. Thank you for considering my application.

Sincerely,

*Your Name*

# Cover Letter This Month Customer Service

**Charlotte J. Wyche**



## **Cover Letter This Month Customer Service:**

**Resumes and Cover Letters for Managers** Anne McKinney, 1999 Destined to become the bible for managers who want to make sure their resumes and cover letters open the maximum number of doors while helping them maximize in the salary negotiation process From office manager to CEO managers trying to relocate to or from these and other industries and fields will find helpful examples Banking Agriculture School Systems Human Resources Restaurants manufacturing Hospitality Industry Automotive Retail Telecommunications Police Force Dentistry Social Work Academic Affairs Non Profit Organizations Childcare Sales Sports Municipalities Rest Homes Medicine and Healthcare Business Operations Landscaping Customer Service MIS Quality Control Teaching the Arts and Self Employed      **Proceedings of the ... Northeastern Recreation Research Symposium** ,2002      **Proceedings of the 2002 Northeastern Recreation Research Symposium, April 13-16, 2002, the Sagamore on Lake George in Bolton Landing, New York** Rudy Schuster, 2003

**Summer Jobs Abroad 2006** David Woodworth, Victoria Pybus, 2005-11 The definitive guide to summer jobs overseas containing details of over 30 000 seasonal vacancies for the summer of 2006 in more than fifty countries around the world

**Real-Resumes for Customer Service Jobs** Anne McKinney, 2005 Getting jobs in the customer service field will be easier with this book which gives nearly a hundred sample resumes along with the cover letters that introduced the resumes to potential employers Those who seek employment in any industry will find valuable advice in this book If you are restructuring or revising your resume you will find the help you need when you discover this book which focuses on the language and employment history of folks in the customer service business The book was created based on the experiences of hundreds of job hunters over a 10 year period Learn how successful people in the customer service field presented themselves to potential employers      *Appendix to the Journals of the House of Representatives of New Zealand* New Zealand. Parliament. House of Representatives, 1875      **The Massachusetts register** ,1995      *The Credit World* ,1949

**Public Utilities Reports** ,1977      **Washington Administrative Code** ,1995      **Public Interest Job Search Guide** ,1995      **Annual Register of Grant Support** ,1987      **The Best 109 Internships** Mark Oldman, Princeton Review (Firm), 2003 Includes more than 20 000 internship opportunities Cover      Michigan Hospice Oral Health Care Needs Survey Charlotte J. Wyche, 1992      *2004 Novel and Short Story Writer's Market* Anne Bowling, Michael Schweer, Vanessa Lyman, 2003 Lists addresses and information on contacts pay rates and submission requirements and includes essays on the craft of writing      *Oil & Gas Journal*, November 2, 1992 ,1992      **Wall Street & Technology** ,1996      *Editor & Publisher* ,1984-10      *Paper Trade Journal* ,1985      *Veterinary Forum* ,1990

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