

CELIO GOMES

CUSTOMER SERVICE

LONDON, UK

EXAMPLE@CYMAKER.UK
+447700900583

Telecom
Eileen Thomas
363 West End Lane
London, NW6 1LP

1 November 2022

Re: Application for the position of **Customer Service Representative**

Dear Eileen Thomas,

I am writing to express my keen interest in Telecom's Customer Service Representative position. With a background in providing appropriate solutions for customers and a proactive approach to resolving issues, I am confident that I can excel in this role and contribute to your team.

Having progressed through a series of roles from customer service consultant to advisor, I am seeking a similar position but within the tech space. My journey has equipped me with a strong foundation in communication, customer relationship management, conflict resolution, and digital literacy, which I believe will be an asset in the dynamic world of customer service. My English, Spanish, and Portuguese proficiency also enables me to serve a diverse customer base effectively.

In my previous roles, I have achieved several key accomplishments that demonstrate my suitability for this position:

- Successfully reduced customer response time by 30% by implementing a streamlined ticketing system, improving overall customer satisfaction scores.
- Led a team of customer service representatives to exceed monthly targets for issue resolution, resulting in a 15% increase in customer retention rates.
- Implemented a comprehensive training program that improved the technical proficiency of the customer service team, leading to a 20% decrease in escalations to technical support.

I am excited to discuss further how my skills and experiences, including these key achievements, align with the needs of Telecom during an interview. Please find my attached CV for a comprehensive overview of my qualifications.

Sincerely,

Celio Gomes

Attached: CV and references

Cover Letter This Week Login

Nik Taylor



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