

Customer Service Cover Letter

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Name of the Company
Job Title
Street
City, State Zip

Dear Hiring Manager,

I am writing to you in response to the Customer Service Representative job advertisement listed on your website. Having worked for [Your Previous Company's Name] for more than five years, I have developed multiple skills required for this type of job. I am excellent in communicating with customers over the phone. In addition, I can easily deal with agitated customers. Also, patience is one of my key characteristics, and I enjoy working with people.

I am used to working on multiple projects at the same time since multitasking motivates me to do my best. With the experience I possess, I can offer innovative ideas that will help your business grow.

My daily duties included answering over 50 calls and solving various issues that our customers had. Furthermore, I communicated with business owners to solicit sales for our services. During my tenure, I helped develop a new sales strategy which helped reduce costs. Since it was a huge success, it has been used at the company ever since.

Having all the needed requirements for this position, I feel I would be a valuable addition to your company. I hope that you will feel the same after reviewing my application. I eagerly await the opportunity to elaborate on how my experience and specific set of skills can profit your company.

Thank you very much for your consideration.

I am looking forward to hearing from you.

Kind regards,
[Your Name]