

Customer Service Cover Letter Example

[Today's Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]

Dear [Mr./Ms./Mx.] [Hiring Manager's Last Name],

I'm writing to you regarding your company's Customer Service Representative opening. I've been working as a Telephone Sales Executive at Telemarketer Auto Insurance USA for more than 2 years and have developed impeccable phone manners, and an ability to deal with agitated or distressed customers. I'm accustomed to working on multiple projects simultaneously, and I can offer new ideas to help your company grow and surpass all goals and objectives.

My relevant experience includes the following highlights:

- Making 60 cold calls a day to businesses and private individuals to solicit sales of goods and services
- Implementing a new sales strategy that reduced training expenses by 30% and increased the close ratio by 10% within 3 months
- Maintaining an average 95% customer satisfaction rating

My experience at Telemarketer Auto Insurance USA has helped me improve my leadership skills, allowed me to gain organizational skills, and provided me with extensive knowledge of how to upsell services and goods to potential clients. I've also worked at Parade Hotel as a Front Desk Clerk, providing information to guests in a 150+ room hotel. Additionally, I trained and supervised 6 new staff members.

I'm looking forward to discussing my qualifications with you in more detail soon. I feel confident that I fulfill the requirements for your open Customer Service Representative position. Thank you for your time and consideration.

Sincerely,

Aparna Khatr

Cover Letter Tricks Customer Service

Robin Ryan



Cover Letter Tricks Customer Service:

Writing Resumes and Cover Letters For Dummies - Australia / NZ Amanda McCarthy, Kate Southam, 2015-05-04 Practical tricks for standing out from the crowd and getting the job you want in the Australian and New Zealand market Applying for jobs in today's tight job market can seem like an overwhelming process Competition is fierce and employers expect more than ever before from job applicants With unemployment and redundancies rising it's simply not a good time to be looking So how do you make yourself stand out Writing Resumes and Cover Letters For Dummies Second Australian New Zealand Edition shows you how to catch a recruiter's attention Presenting a wealth of sample resumes and cover letters this handy easy to use guide shows you how to write a killer cover letter format your resume for online use use social networking to your advantage and tailor your resume and cover letters for specific positions and companies Designed specifically for job hunters in Australia and New Zealand Offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position Includes advice on addressing government selection criteria Features ten ways to turn off a recruiter and ten tips for the perfect presentation No matter how tough the job market is a great resume and cover letter combination will help you get the attention you deserve Writing Resumes and Cover Letters For Dummies gives you all the tools and tips you need to get noticed and get your dream job How to Say It, Third Edition Rosalie Maggio, 2009-04-07 For anyone who has ever

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201 Killer Cover Letters Third Edition Sandra Podesta,Andrea Paxton,2014-04-04 THE BESTSELLING GUIDE TO WRITING COVER LETTERS THAT MAKE YOU STAND OUT FROM THE COMPETITION With hundreds of ready to download letters updated with strategies for networking online social media and responding to Internet job postings Wow wow and wow Letters like these are what I want to see they help me get to know the person immediately and create a very positive impression Melissa Burke co owner Blue Plate Minds Creative Staffing Agency I recommend this book to all the job seekers I work with it saves them time and expedites the search Julie Hipp Principal Impact Partners Executive Search Firm This book guides job seekers at every level in using social media and technology to compete with more tech savvy candidates Mary Gable career and outplacement counselor Podesta and Paxton s strategies are brilliant The letters will impress hiring managers and the advice on using the Internet is spot on Dave McGurgan social media manager These letters go right to the core of what is needed to get one step ahead of the rest Jay Jamison International Managed Service Leader British Telecom Letters like these bring both resume and applicant to life so I can make the right decisions about whom to interview and ultimately hire Loretta Kuhland former Deputy Executive Director Center for Disability Services New York Capital Region

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a former employer coping with feelings of powerlessness and fear maintaining and rebuilding networks finding the hidden job market through informational interviewing and effectively marketing oneself to perspective employees Last Minute Interview Tips Brandon Toropov,1996 Last Minute Interview Tips outlines a detailed program to help the user develop the best possible interview strategy in the time they have available It will help the user prioritize their research prepare for the toughest questions and give them solid advice on dealing with curveballs they can expect the interviewer to toss their way

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