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Anytown, 19 August 2019

Dorothy Tackett
Customer Service Team Leader
XYZ Corp.
100 Flower Road
Anytown, 60964 IL

Dear Ms. Tackett:

As a highly-motivated final-year college student with strong interpersonal skills, well-developed sense of empathy and attention to detail, I would like to apply for the position of Customer Service Associate with XYZ Corp. I have been using your products for the past couple of years and I'm sure I have a good understanding of the needs of your target customers.

In the job ad you posted on LinkedIn, you say you're searching for candidates with the ability to solve unexpected problems in creative ways. During my studies, as a volunteer, I co-organized five student conferences at external venues and was responsible for managing the accommodation and transportation, as well as registering guests. It was a very fast-paced work with a lot of unknowns to take into account. I am positive this experience has prepared me for working in a customer support role at XYZ Corp. I'm looking to use my communication and organizational skills that I developed through volunteering to help you improve your customer happiness scores.

I would value the opportunity to discuss your customer service team's objectives and show you how my dedication and attention to detail combined with a good knowledge of your products can translate into customer service excellence for XYZ.

Yours sincerely,

James Wilson

555-555-7878

james.wilson@me.com

Simple Cover Letter Examples For Customer Service

Jessica J Manson



Simple Cover Letter Examples For Customer Service:

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