

James Wilson

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E-mail james.wilson@me.com

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

Bob Serling



Simple Cover Letter Examples For Customer Service:

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A Practical Guide to Getting the Job you Want Denise Taylor, 2013-01-03 Introducing Getting the Job You Want supports you through all the stages of finding your perfect job from organisation and preparation to the different ways to implement a job search campaign In a challenging job market you need to create a resum that will sell you and to be well prepared for interview Both new graduates and those returning to the job search will learn simple yet effective techniques from award winning career psychologist Denise Taylor

N.E.L.A. Bulletin National Electric Light Association, 1928

How to Write a Business Proposal and Other Marketing Documents Lanette Inc. Zavala, 2012-11 Building a small business or establishing yourself as a marketing executive can prove to be the toughest of challenges in your career But it can also be one of the most rewarding decisions a hard working achiever can make As lucrative opportunities demanding your products and services become available in various industries you can stretch the earning capacity within your sales and marketing department with effective business proposals Business proposal writing may often be a simple task In other cases it can be complex and time consuming The demands and interests of decision makers influence the level of effort you as a supplier will have to produce in a proposal How To Write A Business Proposal And Other Marketing Documents provides business insight and steps on How To Write A Business Proposal Four Different Ways How To Write A Business Marketing Portfolio How To Prepare An Oral Presentation Using sample business proposals in the formats of outline summary and basic quote a sample business marketing portfolio and sample business cover letters author Lanette Zavala offers practical advice for small business owners and executives in Corporate America

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the pile and get noticed If it isn't creating a cover letter driven by facts and filled with punch you aren't doing enough The cover letter is often overlooked as a key marketing tool the perfect introduction It can be blank and uninteresting or it can offer the potential employer exactly what they are seeking Don't overlook this simple step that can improve your chances over other candidates This book walks you through the various elements of a good cover letter taking you through each step with plenty of examples to show exactly what you need to know to create the best cover letter over and over again Make yours the one that brings the light of relief into the recruiter's eye as they see the perfect candidate At just over a hundred pages this concise easy to read guide is full of professional information that will make your job search take off

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