

# Customer Service Cover Letter Example

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[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 Usa Customer Service

**California (State).**



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**Assistants** Pamela J. Carter, Susan Lewsen, 2005 This textbook for nursing assistants will prepare students not only to function in the traditional nursing assistant role in nursing homes hospitals and home health but also will prepare students to advance their careers A nursing assistant student who uses this text will have a firm foundation by which to transition to an LPN and ultimately an RN role The text offers a compelling art program a direct conversational writing style and an emphasis on professionalism and humanism A back of book CD ROM includes an audio glossary The International MBA

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**Journal of the American Veterinary Medical**

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**Professional Business Writing** Elizabeth Kerbey, Marilyn L. Satterwhite, 2002 This text workbook contains the materials necessary to help students learn to write effective business letters memos and informal reports Numerous examples provide opportunities for students to analyze and model effective writing techniques and strategies This revised edition of the former Modern Business Correspondence contains an Instructor Annotated Edition with CD ROM and a student CD ROM packaged with the student edition The student CD ROM provides hands on completion of editing and proofreading exercises as well as composition of letters memos reports and other documents it also contains the Glencoe Interactive Grammar program for refreshing your grammar skills **Chemical Engineering Progress**, 2008 **SCLC**, 1998

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