

CUSTOMER SERVICE COVER LETTER EXAMPLE

(212) 256-1414 | aparna.khatri@gmail.com | 1938 W Augusta Blvd, Chicago, IL 60622

[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 [Company Name]'s Customer Service Representative opening. I've been working as a Customer Care Specialist at Satellite TV Co. for more than 2 years and have developed impeccable phone manners, and an ability to calm 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 and receiving 90+ calls a day to give technical assistance and sign new customers
- Implementing a new strategy that reduced customer cancellations by 5% and contributed to a 10% annual revenue increase
- Maintaining an 85% customer satisfaction rating (15% higher than the company average)

My experience at Satellite TV Co. has helped me improve my leadership skills, gain organizational skills, and develop extensive knowledge of how to upsell services and goods to potential clients. I also worked at Scottrade as a Customer Service Intern, providing technical support to 10+ clients daily. Additionally, I earned praise from my managers by memorizing the company's full list of products and prices.

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. You can contact me at 212-256-1414 or at aparna.khatri@gmail.com. Thank you for your time and consideration.

Sincerely,

Aparna Khatri

Customer Service Rep Cover Letter Example

Robin Ryan



Customer Service Rep Cover Letter Example:

No-nonsense Cover Letters Wendy S. Enelow, Arnold G. Boldt, 2007-01-01 In today's competitive job market if your cover letter doesn't grab the interviewer's attention he or she may never even glance at your resume No Nonsense Cover Letters gives you the powerful practical tools to write attention grabbing cover letters that complement your resume and get you more interviews and job offers The book begins with a thorough but easy to understand explanation of the key elements that are vital to creating attention grabbing letters including why writing a cover letter is about selling yourself how to craft targeted cover letters when to use bullets or paragraphs and creating E letters for today's E search environment Subsequent chapters offer tips on writing winning cover letters for opportunities for virtually every profession **JOB SEEKER'S GUIDE TO ZERO EXPERIENCE** SHIKHAR SINGH (THE ZENITH), Are you a recent graduate or someone looking to switch careers but feel discouraged by the experience required hurdle Jumpstart Your Career A Job Seeker's Guide to Zero Experience is your essential roadmap to conquering this challenge and achieving your professional dreams In today's competitive job market landing your first job or transitioning into a new field can seem like an insurmountable task This book is your guide to break down those barriers and unlock the door to opportunities Drawing on the expertise of seasoned career advisors and human resources professionals this comprehensive guide empowers you to make a successful entry into the workforce regardless of your prior experience Jumpstart Your Career is a practical easy to follow guide that equips you with the tools strategies and confidence you need to break through the experience barrier and embark on a fulfilling career journey If you're ready to turn your zero experience into a compelling advantage this book is your ultimate companion Start your journey today and unlock a world of possibilities in the professional realm **How to Ace your Job Interview** Dr. Sudhir Andrews, 2023-12-11 This is an honest attempt to coach students for admission into college beginners in the job market and executives on how to present themselves to a potential institution or employer In my experience of interviewing approximately 100 000 candidates over 50 years holding senior positions in the corporate world educational institutions and HR consultancy both in India and abroad in private and public sectors and in manufacturing and service industries I have learned how unprepared and inadequate candidates are I want to empower you to succeed The book guides you on how to Conduct a job search Prepare yourself before an interview Submit a winning resume Understand interviewer styles Establish a partnership with the interviewer during the interview Empower and strategize your interview with 101 Frequently Asked Questions FAQs For all my experience and achievements I have received the following awards Rashtriya Gaurav Award Rajiv Gandhi Award for Excellence Best Citizen of India Award Intellectual Achievement Award All India Business and Community Award for Educational Excellence International Status Award for Hospitality Education Sri Ram Award for Best Management Thought given by the President of India Living Legend Award Lifetime Achievement Award by the Minister of Parliamentary Affairs **Beginner's Guide to Remote Work** Brandi Starks, 2023-07-01 So you're tired of the normal 9 5 the commute the

people the expenses I get it I was there once too I know how hard it can be to have no clue where to start This book is about how I found a way to master remote work and how to really make the decision on if this is the right step for you You ll find out about different kinds of remote work tips and tricks to be more efficient you ll have resources that actually work and more without all the fillers This book was created to help people like my friends and family who have come to me done with the in person work environment needing real change The Beginner s Guide to Remote Work is exactly the same information my loved ones receive from me I guess that makes you one of my loved ones now too *The Last Job Search Guide You'll Ever Need* Steven John Rothberg,2002-09 **Winning Cover Letters** Robin Ryan,2002-11-29 Robin Ryan is the hottest career expert in America today Susan Cowden TV anchor NW Cable News LAND YOUR DREAM JOB WITH THE PERFECT COVER LETTER With the expert advice of Robin Ryan one of America s top career coaches thousands of job hunters have beaten the competition and landed their ideal jobs Her innovative and simple step by step plan incorporates the results of an extensive nationwide survey of hiring managers and human resources personnel to offer proven world class job hunting techniques and strategies You ll create powerful attention grabbing letters avoid costly mistakes and learn to sell yourself and your skills to the employers you want to work for With Ryan s popular and highly effective Power Impact Technique TM you ll have employers hunting you This newly updated Second Edition features even more Winning Cover Letters examples of what not to do and new chapters on using the Internet marketing yourself and much more Fatal mistakes to avoid as viewed by human resources professionals who ve seen it all World class cover letters that landed interviews and jobs Exercises to help you assess your skills and accomplishments The writing technique selected by 96% of hiring managers as their preferred style A new special section for top executives including CEOs presidents and vice presidents New advice for those in the creative arts new graduates volunteers and career changers Tips on writing target letters to catch the eye of the employers you want to work for This book is a major breakthrough teaching you how to easily write effective cover letters that employers will respond to Mark Tranter founder America4Hire By far this is the best book ever written on writing cover letters Sandy Dehan HR Manager Fortune 500 company My dream job called after I mailed my first cover letter I landed the job and owe it all to Robin Ryan s effective techniques Marianne Jones client Tamanna Shivani Mishra,2023-12-11 Six friends four families innumerable lives This story is about the life of Tamanna from girlhood to womanhood and her encounters with the violent manifestations of religious prejudices Embedded in a deeply hostile environment she tries to manoeuvre around her family s abuses to first fulfil her friendships and later to survive Do you think the friendships will survive Do you think she will survive 101 Best Resumes to Sell Yourself Jay A. Block,2002-04-30 Explains how to organize information on employment history education and skills into a resume that effectively markets a person s abilities and includes sample resumes for jobseekers in a variety of fields Job Seeker's Best Friend Sarah Snypes,Courtney Miller,2010-08-13 You have found the only all in one Resume Writing and Job Interview Guide Book you will ever need All you

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