

Customer Service Rep Cover Letter

Date,

Name,

Company name,

Street address,

City

Dear ABC,

I am writing to you in response to your ad posting customer service representative two days ago. I can work independently to solve problems of the customers and providing them best facilities as required. I deal well with my clients timely with their satisfaction. I am good at problem solving, handling customer's enquiries and change in plans and rules. I have complete knowledge of computer software and the programs. I have attached my resume and references too. Please feel free to contact me at any time on below contact details.

Thanks for considering my application.

Your's sincerely,

XYZ



Simple Cover Letter Examples For Customer Service

Vidhur Gupta



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