

ENTRY LEVEL CUSTOMER SERVICE COVER LETTER

To,
Mr. Steve Morris
Hiring manager
XYZ company
122, 555 Spark Avenue
Boston, USA
22nd April 2020

Sub: Application for the post of the customer service executive

Dear Sir,

This is in response to a job posting for a customer service executive on the orbitcareers.com website, dated 5th March 2020. My name is Mila Parker and I'd like to apply for the same position.

I hold a PG Diploma in Mass Communication from Wales University, London. In addition, I have graduated with honors from the Central University of London in 2011 with a degree in Bachelor of Arts. I've been involved in a variety of hobbies such as elocution, painting, mural creation, and creative writing. In my final year of college, I received the Student of the Year award for exceptional academic and athletic accomplishments.

I have strong communication and probing abilities, which will aid me in understanding the demands of the consumer. As a consequence of this, I will be able to provide the finest customer satisfaction, resulting in ultimate customer contentment.

I would be delighted to be a part of Shine and Swift Creative as an intern because this business is recognised for providing its employees with a highly professional working environment. My résumé is attached with this cover letter. I eagerly await a favorable response from you. Thank you for taking the time to read this.

Yours sincerely
Mila Parker

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Writing a Perfect Résumé and Cover Letter: Justin Chamberlain, 2025-06-24 Writing a Perfect Résumé and Cover Letter Your Toolkit to Create Your Own Professional CV to Land Your Dream JOB In today's competitive job market crafting a winning resume and cover letter has become more crucial than ever A well crafted application can be the key to unlocking exciting career opportunities and landing your dream job As the landscape of job seeking evolves it's essential to stay informed about the latest trends and strategies to stand out among the competition Here Is A Preview Of What You'll Learn Understanding the Role of a Resume and Cover Letter Identifying Your Target Audience and Customizing Your Resume Crafting an Engaging Introduction to Grab Attention Emphasizing Transferable Skills for Career Changers Incorporating Keywords and Industry Specific Terminology Formatting Tips for an Aesthetically Pleasing Resume Creating an Eye Catching Header and Professional Contact Information Organizing Your Resume Sections for Maximum Impact Optimizing Your Resume Length and Font Selection Adding a Professional Summary or Profile Statement Showcasing Education Certifications and Training Including Relevant Projects and Freelance Work And Much much more Take action now follow the proven strategies within these pages and don't miss out on this chance to elevate your mindset to new heights Scroll Up and Grab Your Copy Today [The Guide to Basic Cover Letter Writing](#) Steven Provenzano, 1995 Sooner or later you'll want to apply

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Handbook of Technical Writing, Tenth Edition Gerald J. Alred, Charles T. Brusaw, Walter E.

Oliu, 2012 Combining guidance for writing over 40 types of professional documents with thorough coverage of grammar usage and style the Handbook of Technical Writing functions as both a writer's handbook and a complete guide to technical communication It provides quick access to hundreds of topics and scores of sample documents and visuals publisher's note

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