

## **SHANE E. GOULD**

21045, Catonsville, MD, 555-555-555, example@example.com

Nov. 4, 2022 Christopher Shepard, Recruitment Manager Service Elite 3290 Harry Place Gastonia, NC 28052

Dear Mr. Shepard,

I was excited to read your posting for a customer service representative on JobsNow. I am confident I can offer the skills and experience you require and would make a valuable addition to your company.

As outlined in my resume, I offer over five years of progressive experience in the Customer Service field. My professional history includes positions such as customer service associate at Blue Service, as well as customer service representative at Prime Ventures. There, I excelled in using social media, chats, email and phone calls to address customer needs and receive service feedback that led to 30% increase in customer service satisfaction. My experience in these roles led me to develop the skills required to succeed at Service Elite.

I have attached my resume for your review and I look forward to speaking with you further regarding your available position. I hope to contribute to the continued success of Service Elite.

Sincerely, Shane E. Gould

# **Sample Customer Service Cover Letter**

**Brandon Toropov** 

#### **Sample Customer Service Cover Letter:**

No-nonsense Cover Letters Wendy S. Enelow, Arnold G. Boldt, 2007-01-01 In today's competetive 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 The Guide to Basic **Cover Letter Writing** Steven Provenzano, 1995 Sooner or later you ll want to apply for a job and you know you won t be the only one applying To make your gualifications stand out front the crowd you have to know how to present them There s no better way to match your sales pitch to your reader s interests than with a great cover letter A cover letter gives yourself a chance to focus on your strongest points It lets you tell more about yourself than a resume can And it lets you say it straight to your reader one on one Job Coach-Life Coach-Executive Coach-Branding-Letter & Resume-Writing Service Anne Hart, 2005-10-07 Here's how to start your personal service business Develop an icon logo and motto for your coaching clients As a job or career coach an executive coach or a life coach you will be presenting and classifying your client s competencies writing resumes cover letters and creating a wide variety of business correspondence including sales letters news releases and direct mail copy You will be planning events for your clients and their prospective employers You ll need to really work a room to find clients as well as niches or jobs for clients when networking at professional associations and trade shows Most frequently you ll be asked to write evaluate and repackage resumes cover letters and other summaries of qualifications of your clients A resume is a summary of qualifications A career coach helps clients find success by taking step by step detailed concrete strategies that solve specific problems get results and reach a defined goal A resume writing business online can be combined with a career coaching enterprise The steps are outlined here for you to follow in chronological order to open and operate a resume writing service business and also a career coaching enterprise online from your home mobile location or office You can telecommute online and still help people find direction by offering information training or consulting services Here's how to open an online business at home presenting and packaging your clients competencies Make your living writing resumes business letters and being a job coach Help clients obtain appoints for interviews that may eventually lead to finding work Write and repackage resumes and all types of business correspondence from cover letters and follow ups to direct mail or trade show sales letters 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

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Occupational Outlook Quarterly ,2009 Now What, Grad? Chris Palmer,2018-08-16 Many soon to be graduates are worried about their future They stress about whether they ll find a job if it will be fulfilling whether they will earn enough to pay off their student loans and whether they will fail and disappoint their families Young people need to learn many things that colleges don t teach including how to behave professionally how to collaborate how to be life long learners and how to be resourceful resilient and ethical This book will teach students the things they need to succeed in the real world such as how to organize a job search how to ace job interviews how to manage time effectively how to manage and reduce stress how to be an effective leader how to run a meeting well how to survive a bad performance review how to become a powerful speaker how to network and many other skills that are the keys to success and fulfillment New topics in this 2nd edition include the habits of successful people eliminating bad habits dealing with criticism email etiquette making a good first impression the importance of gratitude how to listen job hunting mistakes managing conflict how to overcome obstacles the importance of professionalism punctuality and thank you letters creating a powerful online presence how to crowdfund necessary life skills and sample cover letters

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