



# SHANE E. GOULD

21045, Catonsville, MD, 555-555-5555, 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

**Lisa Pike Masteralexis**



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

**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 *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 qualifications 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 appointments 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 really make the decision on if this is the right step

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**Cover Letters** Brandon Toropov,1998 The companion volume to Last Minute Resumes offers readers a wide variety of templates that can be adapted to write cover letters that make winning first impressions *10 Insider Secrets to a Winning Job Search* Todd Bermont,2004-01-01 10 Insider Secrets to a Winning Job Search offers a complete step by step roadmap on how to get the job you want fast even in tough times This book will motivate you increase your self confidence and show you how to sell yourself so companies want to hire you You ll have an unfair advantage when searching for a job Todd Bermont shares with you the secrets he has learned to find a job in any economy secrets that he used to get six job offers his senior year of college to land three job offers in one week during a recession and to earn numerous job promotions since Additionally having also been a hiring manager Todd gives you a behind the scenes look into the hiring process that will give you another unfair advantage With this book you ll Develop and maintain a winning attitude throughout your job search Convince companies to hire you even when no positions are available Write attention grabbing resumes and cover letters Network and market yourself to maximize your job opportunities Be prepared for any job interview Learn how to negotiate your job offers to receive top dollar **Oversight of Customer Service at the Office of Workers' Compensation**

**Programs** United States. Congress. House. Committee on Government Reform. Subcommittee on Government Management, Information, and Technology,2000 From Consumer Experience to Affective Loyalty: Challenges and Prospects in the

Psychology of Consumer Behavior 3.0 María Pilar Martínez-Ruiz,Mónica Gómez-Suárez,Ana Isabel Jiménez-Zarco,Alicia Izquierdo-Yusta,2018-02-19 This research topic for Frontiers in Psychology highlights some of the more relevant changes that have conditioned consumer behavior in recent years among these the paradigm shift in marketing is worth emphasizing Today the market and the companies are implementing Marketing 4 0 This new marketing approach modifies both the business rules and the channels by changing the way to dialogue interact and relation with consumers The present Research Topic brings together 30 studies by 76 authors who analyzed the relevance of consumer behavior changes under this new paradigm using different theoretical and methodological frameworks These different papers mainly constituting original research examine a variety of sub topics including online and mobile environments value co creation internal marketing strategies and diverse industries and product markets Given this broad selection of papers we encourage readers to draw their own conclusions about the complex phenomena of consumer behavior Our hope is that these different perspectives will cover various gaps in the field and prompt discussion among the audience of Frontiers in Psychology *Letters for Lawyers*

Thomas E. Kane,2004 This publication will help ease the task of communicating with clients prospects and others **How to**

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**Cover Letter** Dale Mayer, 2011-05-20 Today s economy leaves little room for second chances in the job market Hiring managers are swamped with applications What are you doing to rise to the top of the pile and get noticed If it isn t creating a cover letter driven by facts and filled with punch you aren t doing enough The cover letter is often overlooked as a key marketing tool the perfect introduction It can be blank and uninteresting or it can offer the potential employer exactly what they are seeking Don t overlook this simple step that can improve your chances over other candidates This book walks you through the various elements of a good cover letter taking you through each step with plenty of examples to show exactly what you need to know to create the best cover letter over and over again Make yours the one that brings the light of relief into the recruiter s eye as they see the perfect candidate At just over a hundred pages this concise easy to read guide is full of professional information that will make your job search take off *The Resume and Cover Letter Phrase Book* Nancy Schuman, Burton Jay Nadler, 2010-10-18 Face it words matter when it comes to getting noticed getting the interview and getting the job In this invaluable guide to crafting the pitch that opens doors staffing experts Schuman and Nadler give you hundreds of tools to make that happen You will no longer struggle to find the phrases that best highlight your achievements instead you ll garner attention with such smart options as I created a program that accomplished the following My work generated 5 million in revenue I built a team of employees who created The work I did saved my company 3 million I solved the following problems for my employer The market s tight but the jobs are out there With these essential words and phrases you can move your application to the top of the pile *Resume and Cover Letter Writing Guide* Carey E. Harbin, 1988-04

**Developing Graduate Employability Skills** Mercy V. Chaita, 2016-01-06 This book is more than a prescription for success in developing employability skills and provides guidance on topics of relevancy to the employment environment This book is unique and distinguished from similar books in that it provides a hand holding approach which is complemented by solid case studies emphasizing the perspectives of employers In addition the book focuses on a broad based audience starting from the grassroots audience of graduates However as the book progresses the techniques provided address issues that relate to any job seeker be it jobless or merely seeking change of employment The audience will benefit from models such as Skills Audit Interview techniques and the whole employment process from pre interview preliminaries to completing a

successful probationary period      The Complete Guide to Writing Effective Résumé Cover Letters Kimberly Sarmiento,2009  
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*The AMA Handbook of Business Letters* Jeffrey L. Seglin,Edward Coleman,2002 This book CD ROM reference for professionals teaches letter writing basics and offers style and grammar guidelines along with some 365 sample letters for sales marketing and public relations vendor and supplier issues credit and collections transmittal and confirmation personnel matters and every other business situation Appendices list frequently misused words punctuation guidelines abbreviations and telephone and online grammar hotlines The CD ROM contains all of the sample letters from the book which can be customized for immediate use Seglin teaches magazine publishing in the graduate department of writing literature and publishing at Emerson College Annotation copyrighted by Book News Inc Portland OR      **Business Communication by Sanjay Gupta, Jay Bansal** Sanjay Gupta,Jay Bansal,2020-08-26 An excellent book for commerce students appearing in competitive professional and other examinations Business Communication Compulsory Course Objective To equip students of the B Com Hons course effectively to acquire skills in reading writing comprehension as also to use electronic media for Business Communication Unit 1 Nature of Communication Process of Communication Types of Communication Verbal Non Verbal Importance of Communication Different forms of Communication Barriers to Communication Causes Linguistic Barriers Psychological Barriers Interpersonal Barriers Cultural Barriers Physical Barriers Organizational Barriers Unit 2 Business Correspondence Letter Writing Presentation Inviting Quotations Sending Quotations Placing Orders Inviting Tenders Sales Letters Claim Adjustment Letters and Social Correspondence Memorandum Inter Office Memo Notices Agenda Minutes Job Application Letter Preparing the Resume Unit 3 Report Writing Business Reports Types Characteristics Importance Elements of Structure Process of Writing Order of Writing the Final Draft Check Lists for Reports Unit 4 Vocabulary Words often Confused Words often Misspelt Common Errors in English Unit 5 Oral Presentation Importance Characteristics Presentation Plan Power Point Presentation Visual Aids Content 1 Nature of Communication 2 Process of Communication 3 Types of Communication 4 Communication Basic Forms 5 Barriers in Communication 6 Business Correspondence Letter Writing and Presentation 7 Quotation Order Letters Tenders 8 Persuasive Letters Sales Letters and Collection Letters 9 Claim Letters 10 Adjustment Letters 11 Social Correspondence 12 Memorandum Memo 13 Notice Agenda Minutes 14 Job Application Letters 15 Cover Letters 16 Credit Letters 17 Enquiry Letters 18 Resume 19 Report Writing Importance Characteristics Preparation 20 Business Report Types Characteristics Presentation 21 Status Report 22 Analytical Report 23 Inquiry Report 24 Newspaper Report 25 Common Errors in English 26 Presentation Oral Power Point Visual Aids      **Principles and Practice of Sport Management with Navigate Advantage Access** Lisa Pike Masteralexis,2023-06-15 Principles and Practice of Sport Management provides students with the foundation they need to prepare for a variety of sport management careers Intended for use in introductory sport management courses at the

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