



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

Thomas Griffiths



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**

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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

Last Minute 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,2004-03-15 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 In this book 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 10 Insider Secrets to a Winning Job Search you ll Discover the job you really want 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 Learn how to negotiate your job offers to receive top dollar 10 Insider Secrets to a Winning Job Search clearly demonstrates the many similarities between job hunting and selling from how to develop a positive attitude and identify your key selling points to comprehensive preparation and successful interviewing You ll feel so confident and have such a good game plan that you ll actually look forward to interviews and enjoy the process especially when the job offers pour in

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

Letters for Lawyers Thomas E. Kane,2004 This publication will help ease the task of communicating with clients prospects and others

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*

How to Write It, Third Edition Sandra E. Lamb, 2011-08-30 Write personal and professional communications with clarity confidence and style How to Write It is the essential resource for eloquent personal and professional self expression Award winning journalist Sandra E Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication Completely updated and expanded the new third edition offers hundreds of handy word phrase and sentence lists precisely crafted sample paragraphs and professionally designed document layouts How to Write It is a must own for students teachers authors journalists bloggers managers and anyone who doesn't have time to wade through a massive style guide but needs a friendly desk reference

Career Essentials: The 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

The Complete Guide to Writing Effective Résumé Cover Letters Kimberly Sarmiento, 2009 The companion CD is packed with samples and worksheets to help you brainstorm and create a successful cover letter

Business Communication by Sanjay Gupta, Jay Bansal Sanjay Gupta, Jay Bansal, 2020-08-26 An excellent book for commerce

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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 undergraduate level the focus of this text is to provide an overview of the sport industry and cover basic fundamental knowledge and skill sets of the sport manager as well as to provide information on sport industry segments for potential employment and career opportunities 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

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Motivate Yourself to Impress How to Make 'Em Love Ya' and Pick Ya'! Katrika Sterling-Hamilton,2016-03-04 Motivate

Yourself to Impress Have you ever felt lost about what to say on a job interview Have you thought you knew what to say but had a nervous breakdown during the interview process Studies show that one out of two individuals on job interviews made poor mistakes that cost them the position Another 19 percent of applicants felt they slipped up when writing their resumes and cover letters Look no further If you are one of the millions of individuals that struggle with interviewing skills this book is for you How would you like to know the secrets to getting hired the first time on a job interview This volume is packed with real world examples from a range of clinical settings and sample interactions to help you land your dream career This book teaches you the following How to sharpen your interviewing skills How to write strong resumes and cover letters How to improve your communication skill productivity by 500 percent with how and what to say at your next job interview How to answer those tough interview questions If you are ready to learn and dominate your next job interview this book is a must Let me be your guide to you hearing the two words you want to hear from your next job interview You re hired

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