

Customer Service Representative Cover Letter

Name,

Address,

Contact number,

Date

Dear (hiring manager's name)

I am here by applying for the position of customer service representative posted on your website jobs.com. I am already working as a representative in the ABC Company. I am good at maintaining relationships, determining best services for the customers. I have deep knowledge of procedures, regulations while providing best services to the customers. I have attached my resume for your reference. Please find the attached document.

Thanking you for considering my application.

I would like to interview with you as per your convenience. Please feel free to contact me.

Your's sincerely,

ABC



Sample Customer Service Representative Cover Letter

Lingjun Ying



Sample Customer Service Representative Cover Letter:

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