



# 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

**Clemens Wendtner**



### **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

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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 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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