

# ENTRY LEVEL CUSTOMER SERVICE COVER LETTER

To,  
Mr. Steve Morris  
Hiring manager  
XYZ company  
122, 555 Spark Avenue  
Boston, USA  
22nd April 2020

Sub: Application for the post of the customer service executive

Dear Sir,

This is in response to a job posting for a customer service executive on the orbitcareers.com website, dated 5th March 2020. My name is Mila Parker and I'd like to apply for the same position.

I hold a PG Diploma in Mass Communication from Wales University, London. In addition, I have graduated with honors from the Central University of London in 2011 with a degree in Bachelor of Arts. I've been involved in a variety of hobbies such as elocution, painting, mural creation, and creative writing. In my final year of college, I received the Student of the Year award for exceptional academic and athletic accomplishments.

I have strong communication and probing abilities, which will aid me in understanding the demands of the consumer. As a consequence of this, I will be able to provide the finest customer satisfaction, resulting in ultimate customer contentment.

I would be delighted to be a part of Shine and Swift Creative as an intern because this business is recognised for providing its employees with a highly professional working environment. My résumé is attached with this cover letter. I eagerly await a favorable response from you. Thank you for taking the time to read this.

Yours sincerely  
Mila Parker

# Sample Customer Service Cover Letter Entry Level

**Lei Shi**



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