# How to format and write a cover letter for customer service

7/13/2023 Customer Service Representative: Tutone Ink. Title and header jenny.heath@email.com Jenny Heath (614)867-5309 Portland, OR 97035 Greeting Dear Mr. Tom Allen, I am thrilled to apply for the Customer Service Representative role at Tutone Ink. In my eight years of experience in customer service, I've always strived to Introduction deliver proactive, tailored, and timely support, making customers consistently feet cared for. In my prior role as a Customer Service Representative at Swimfish, I gained extensive experience across several facets of customer service, including: Managing sensitive customer information Skills and Providing personalized support Delivering a great customer experience achievements I consistently produced results at a high level, resolving 20-30 tickets per day. Among my peers, I'm known for being approachable, personable, patient, and driven. I always strive to improve my skills, learn on the job, and deliver enjoyable customer experiences. I understand that propelling a company's mission through every customer interaction is critical to fostering long-term lovality—and that's exactly what I'll Connect with do at Tutone Ink. I aspire to be grow with your company and the experience I the company will gain as a Customer Service Representative at Tutone Ink will enable me to develop those skills and set me up for professional success. I look forward to discussing my qualifications with you. Please let me know if I Conclusion should provide any additional information. Thank you very much for your time and consideration. Formal closing Best regards. and signature Jenny Heath

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**Jude Hanley, Liz Dinse** 

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