

How to format and write a cover letter for customer service

Title and header	1	Customer Service Representative: Tutone Ink 7/13/2023 Jenny Heath jenny.heath@email.com (614)867-5309 Portland, OR 97035
Greeting	2	Dear Mr. Tom Allen,
Introduction	3	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 deliver proactive, tailored, and timely support, making customers consistently feel 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 • Providing personalized support • Delivering a great customer experience 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 loyalty—and that's exactly what I'll do at Tutone Ink. I aspire to be grow with your company and the experience I will gain as a Customer Service Representative at Tutone Ink will enable me to develop those skills and set me up for professional success.
Skills and achievements	4	
Connect with the company	5	
Conclusion	6	I look forward to discussing my qualifications with you. Please let me know if I should provide any additional information. Thank you very much for your time and consideration.
Formal closing and signature	7	Best regards, Jenny Heath

Cover Letter Tips Customer Service

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