**Cover letter for the Customer service position**

September 30, 2019

Ms. X.Y.Z

Hiring Manager

ABC Company

1234 Main Street

City, ST 22222

Dear Mr. X.Y.Z,

I am writing to apply for the position of customer service representative opening at your company. I came to know about this position through the advertisement posted on your company’s website. In today’s customer service oriented society, proactive and timely is sought to boost future business growth. It is not a hidden truth that customer loyalty has always impacted the business. So employing the right representative to assists the customers will help to build customer loyalty.

I have an experience of building strong customer relationships. Previously I have worked as a cashier in Mc Donald’s, unique store and National Wholesale Liquidators. Currently, I am working as an office assistant at OTG management. Dealing with the customers of various backgrounds provided me with an extensive knowledge of to deal with customers and also improved my customer dealing abilities. My experience has also trained me to both reach and exceed customers’ expectations while providing the services that they can count on. I am very well aware of the role of technology in organizational settings and therefore through my working experience, I have achieved proficiency in Microsoft Office Suite. I also have a food handler license as well as a security guard license.

I am a highly motivated and quick learner. I am willing to go beyond the minimum expectations to ensure that the customer is satisfied with the services. I am a dedicated person, and I am always eager to go above and beyond to make sure that I assist customer needs. My experience and proven commitment make me a suitable candidate for the job of Customers service representatives. I would be obliged to meet you and discuss my work experience and qualification with you. I am looking forward to hearing from you soon.

Thank you for your precious time and consideration.

Sincerely,

Lanissa