

Customer Service Representative Cover Letter

Name,

Address,

Contact number,

Date

Dear (hiring manager's name)

I am here by applying for the position of customer service representative posted on your website jobs.com. I am already working as a representative in the ABC Company. I am good at maintaining relationships, determining best services for the customers. I have deep knowledge of procedures, regulations while providing best services to the customers. I have attached my resume for your reference. Please find the attached document.

Thanking you for considering my application.

I would like to interview with you as per your convenience. Please feel free to contact me.

Your's sincerely,

ABC



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Hongru Du



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