

Cover Letter Template- Customer Service (example field)

Your Name
Your Address
Your City, State, Postal Code
Your Phone Number
Your Cell Phone Number
Your Email

Date

Contact Name
Position Title
Company Name
Mailing Address

Dear Mr. Right,

In today's customer service oriented society, timely, friendly, proactive service is necessary to maintain and enhance future business growth. Customer loyalty is positively impacted when you employ the right service retail professionals to represent you in assisting your valued customers.

My long-term experience in the service industry has taught me how to meet and exceed each customer's expectations with service that sells! I have assisted all types of customers in all types of settings. I realize that acquiring and maintaining loyal repeat business, as well as spreading the word of your business through these loyal patrons, is of the utmost importance to every successful company. Positioning a company for better exposure and greater marketability is a task that I have performed effectively many times in my career.

I am a hard worker and excellent trainer who achieves ongoing success with teams by building morale, maintaining team members' self-confidence and training them to achieve sales success by continually improving their interpersonal skills.

It would be a pleasure to interview with you to discuss the position and my fit in greater detail.

Very Sincerely,

Your Signature

Your Typed Name