

Customer Service Representative Job Application Letter

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June 20, 2016

Ms. Sara Charles
Senior Manager
HMSHost
32 Some Street
San Diego, CA 21041

Dear Ms. Charles:

I am writing to express a strong interest in the vacant position of Customer Service Representative at the HMSHost. My Bachelor's degree in customer service and 1 year's extensive experience seems a good match for your stated needs.

Based on my understanding of your Customer Service Rep position and your organization, here are the highlights of my qualifications and background:

- Highly skilled in listening and responding to customers' needs and concerns
- Demonstrated ability to provide information regarding company's products and services
- Competent at taking orders, determining charges, and overseeing billing or payments
- Track record of creating and managing customer accounts
- Effective capability of handling returns and managing complaints
- Able to record details of customer contacts and follow-up actions taken

I possess a professional demeanor as well as good communication and negotiation skills. My enclosed resume contains complete details of my expertise in customer service arena.

As a dependable and assertive Customer Service Representative, I would welcome the opportunity to further discuss my qualifications and skills with you in detail. I will contact your office on next Thursday to confirm the receipt of my application, and possibly set up an interview date and time. I can also be reached at (000) 987-3567 or via e-mail at anna @ email . com.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

(Signature)
Anna Anderson