

## **Customer Service Officer Job Application Letter**

Robin Reed  
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[email]

Mar 12, 2013

Ms. Jennifer Smith  
Xantrex Technology Inc  
3380 Tail Ends Road  
Green Bay, WI 54301

Dear Ms. Smith,

I would like to take this opportunity to apply for the Customer Service Officer position with Xantrex Technology Inc.

As soon as I saw the ad for this position, I knew it was the job I was searching for. I love working with the public and meeting new people. I am energetic and maintain a happy and friendly attitude at all times. I know how important it is to greet customers as soon as you come in contact with them. In addition, I also know how important it is to the consumer for you to offer the words "Thank You for shopping with us" and an invitation to come back.

These are just a few of the things that keep customers coming back, which builds revenue and helps a company meet their financial goals. While it is important to make the customer feel special, I understand that it is also vital that a person in this position have excellent communication skills and the knowledge to deal with the problems that arises on a daily basis.

When consumers call the customer service department, it is usually because they are unhappy about the product or service they received. I have the training and skills needed to listen to what they have to say and then look for the solution that will satisfy the customer while staying within the guidelines of the company.

I have a desire to be a great Customer Service Office and the ability to learn fast, along with many other skills that make me the perfect candidate for this job.

You can reach my by calling (333)-653-2748.

Respectfully,

Signature

Robin Reed

Encl: Resume