

Customer Service Manager Job Application Letter

Your Name

Your Address

Your Contact details (phone and email)

Date

Mr James Wright

Human Resources Director

ABC Company

20 South Parkway

Long Island, NY 11551

Dear Mr Wright

Your recent job posting for a Customer Service Manager has captured my serious interest. I am confident that my X years experience as a results-driven customer service specialist provides me with the capabilities to successfully fulfill your position. I have enclosed a resume that clearly outlines my professional history.

Some key points that you may find relevant to this opportunity include:

- Proven ability to efficiently manage a large customer base and a high volume of new implementations every month*
- Experienced in designing the overall customer service strategy to integrate effectively with organizational objectives*
- Proven track record in engaging and motivating a high performance service team of X employees*
- Strong operational skills that drive organizational efficiencies and result in improved customer retention and renewal rates*
- Recognized ability to develop and drive a culture of innovation, change and growth to optimize customer experience*
- Demonstrated excellence in analytical thinking and problem-solving to improve processes and provide a durable competitive advantage*
- Outstanding communication skills, the capacity to negotiate and influence positive outcomes and the sensitivity to work cross-functionally with individuals at all levels*

I feel confident that a personal meeting would demonstrate the contribution that I can make to your organization. I look forward to hearing from you to schedule an interview at your convenience.

Thank you for your consideration.

Sincerely

Chris Candidate