**CUSTOMER SERVICE COVER LETTER**

September 10, 20XX

Madelynn Wilkinson

City, State, Zip Code

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email@email.com

Dear Mr. Smith,

I would like to take this opportunity to apply for the Customer Service Executive position with Smith Services. I am an experienced customer service professional having spent the past fifteen years working in the field in various capacities.

In my current position as Lead Customer Service Representative with Cameron Corporation I field customer calls and inquiries work to resolve complaints and provide training to new representatives. My communication problem solving and conflict resolution skills are excellent. I enjoy helping people find a solution for problems that affect them. As a consummate professional I know I am the ideal candidate for your Customer Service Executive position. I have proven myself adept at handling customer issues with ease and diplomacy by being promoted to my current title of Lead Customer Service Representative.

I know I can demonstrate the same skills to make an impact as Customer Service Executive for Smith Services. Again, allow me to stress how much I enjoy providing excellent customer service and coming up with unique solutions to problems. I’d love to sit down and talk more with you about the attributes I can bring to the position of Customer Service Executive and welcome you to contact me soon. Thank you so much for your consideration.

Best,

Madelynn Wilkinson