**CUSTOMER SERVICE COVER LETTER**

Dear Mr. Smith

I am very interested in the customer service position you recently advertised. I believe I have the necessary qualifications and skills to successfully fulfill your requirements.

As you review my enclosed resume you will see that I have extensive experience as a customer service specialist in the XYZ services industry where I was responsible for tracking, monitoring, reviewing, and processing account and market-related data.

I have proven myself to be a competent team player with the capacity to manage several diverse customer support functions.

My job has required strong planning and organizational skills coupled with an in-depth analytical approach to problem management. I have also had the opportunity to develop strong interpersonal communication and customer assessment skills.

My comprehensive knowledge of the specific tools, procedures, and resources necessary for successful management of a large and diverse customer base has enabled me to efficiently implement strategies for large scale customer support and service. I am a highly motivated employee who is passionate about providing exceptional customer service and satisfaction.

Your recent acquisition of XYZ Company has made you one of the biggest companies in this field and I am confident that I can make a positive contribution to your team.

I would welcome the opportunity to meet with you for an in-depth discussion and am available for an interview at your earliest convenience. Please contact me via phone or email to arrange a time and date for us to meet.

Thank you for your time and consideration and I look forward to speaking with you soon.

Sincerely,