**CUSTOMER SERVICE COVER LETTER**

Toone Ink

389 Lunar Dr.

San Francisco, CA 94103

June 22, 20XX

Dear Mr. Tom Allen,

I am thrilled to apply for the Customer Service Representative role at Toone Ink. In my eight years of experience in customer service, I’ve always strived to deliver proactive, tailored, and timely support, making customers consistently feel cared for.

In my prior role as a Customer Service Representative at Swim fish, I gained extensive experience across several facets of customer service, including:

* Managing sensitive customer information
* Providing personalized support
* Delivering a great customer experience

I consistently produced results at a high level, resolving 20 to 30 tickets per day. Among my peers, I’m known for being approachable, personable, patient, and driven. I always strive to improve my skills, learn on the job, and deliver enjoyable customer experiences.

I understand that propelling a company’s mission through every customer interaction is critical to fostering long-term loyalty—and that’s exactly what I’ll do at Toone Ink. I aspire to grow with your company, and the experience I will gain as a Customer Service Representative at Toone Ink will enable me to develop those skills and set me up for professional success.

I look forward to discussing my qualifications with you. Please let me know if I should provide any additional information. Thank you very much for your time and consideration.

Best regards,