**Customer Service Representative Cover Letter**

(Manager’s Name)

HR Manager

Company Name

Company Address

Date

Dear Mr./Mrs./Ms. (Manager’s Name)

I am writing to your regarding your company’s Customer Service Representative opening. I have been working as a Telephone Sales Executive at Telemarketer Auto Insurance USA for more than 2 years now and have developed impeccable phone manners, and an ability to deal with agitated or distressed customers. I am accustomed to working on multiple projects simultaneously, and can offer new ideas to help your company grow and surpass all goals and objectives.

My duties included making 60 cold calls a day to business and private individuals to solicit sales for goods and services. During my tenure, I implemented a new sales strategy, reducing training expenses by 90% and increased the close ratio by 10% within 3 months.

My experience at Telemarketer Auto Insurance USA has helped me improve my skills in leadership, allowed me to gain organizational skills, and has provided me with extensive knowledge of how to upsell services and goods to potential clients. I have also worked at Parade Hotel as a Front Desk Clerk where I provided information to guests in a 150+ room hotel & trained and supervised 6 new staff members.

I am looking forward to discussing the position and my qualifications with you in more detail soon. I feel confident that I fulfill the requirements for the Customer Service Representative position. Thank you for your time and consideration.

Sincerely,

Name