

Customer Service Rep Cover Letter

Date,

Name,

Company name,

Street address,

City

Dear ABC,

I am writing to you in response to your ad posting customer service representative two days ago. I can work independently to solve problems of the customers and providing them best facilities as required. I deal well with my clients timely with their satisfaction. I am good at problem solving, handling customer's enquiries and change in plans and rules. I have complete knowledge of computer software and the programs. I have attached my resume and references too. Please feel free to contact me at any time on below contact details.

Thanks for considering my application.

Your's sincerely,

XYZ

