

SAMPLE CUSTOMER SERVICE COVERLETTER

Date

Company Name
Hiring Manager Title
Department
Company Address
City, State, Zip Code

Dear Hiring Manager:

In today's customer service oriented society, timely, friendly, proactive service is sought to enhance future business growth. Customer loyalty is always impacted when you employ the right service retail professional to represent you when assisting your valued customers.

My long term experience in the service industry has taught me how to meet and exceed each customer's expectations with service that sells! I have assisted all types of customers in all types of settings. I realize that acquiring and maintaining loyal repeat business as well as spreading the word of your business through these loyal patrons is of the utmost importance in every company. Positioning a company for better exposure and greater marketability is a task that I have performed with success many times.

I am an excellent trainer who achieves ongoing success with her teams by building morale, maintaining teams' self-confidence and training them to build the sale by improving their people skills.

It would be a pleasure to interview with you and I look forward to hearing from you soon. I can be reached at (443) 000-0000 or (410) 000-0000. You may also choose to contact me by way of email at johndoe@yahoo.com.

Very Sincerely,

Your Signature

Your Typed Name
Enclosure: Resume