

YOUR NAME HERE



your.name@gmail.com



(XXX) XXX-XXXX



142 Your Address Blvd, City Name, CA XXXXX

A

A

[Today's Date]

[Hiring Manager's Name]

[341 Company Address]

[Company City, State xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

B

Dear [Mr./Mrs./Ms.] [Manager's Name],

I am writing to you regarding ACME Inc.'s Customer Service Representative opening. I have been working as a Customer Care Specialist at Satellite TV Co. for more than 2 years now, and during that time I've developed impeccable phone manners and an ability to politely deal with disgruntled 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.

Duties at my previous company included making 60 cold calls a day to businesses and private individuals in order to solicit sales for goods and services. During my tenure, I implemented a new sales strategy, reducing training expenses by 90% and increasing the close ratio by 10% within 3 months.

D

My experience at Satellite TV Co. has helped me improve my leadership skills, hone my organizational skills, and has provided me with extensive knowledge of how to upsell services and goods to potential clients. I also worked at Scottrade as a Customer Service Intern, where I further cultivated useful customer service abilities while handling technical support for clients on a wide range of company products. Working there, I was able to resolve issues at a 90% rate and memorize an entire line of company products & services – including prices and special discounts.

I'm 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 at ACME Inc. Thank you for your time and consideration.

C

E

F

Sincerely,

[Name]

How To Type A Cover Letter

Natalee Pena



How To Type A Cover Letter:

How to Write a Cover Letter Theodore Kingsley, 2023-06-26 Cover Letters In A Week Pat Scudamore, Hilton Catt, 2013-03-29 Sunday Understand the importance of first impressions and the common mistakes people make Monday Ensure your application is taken seriously with a cover letter that is concise complements your CV and is targeted to the job you have applied for Tuesday Discover how to style and structure your cover letter with advice on forms of address etiquette fonts margins and the importance of white space Wednesday Design your cover letter to engage your audience and overcome the competition for advertised jobs Thursday Design a speculative cover letter to approach the invisible job market Friday Learn how to address cover letters to agencies and recruitment consultants Saturday Learn from your applications whether successful or not and develop your writing style for the future *How To Write A Cover Letter: Cover Letter Examples* Brian Smith, The book *How To Write A Cover Letter Cover Letter Examples* provides a comprehensive guide on crafting effective cover letters It covers various aspects of writing a cover letter from understanding the job description and tailoring it to the specific requirements to showcasing skills addressing employment gaps and concluding the letter professionally The book also discusses cover letter formatting proofreading and editing along with providing examples and templates for different scenarios It emphasizes the importance of follow up after submitting a cover letter and provides guidance on submitting via email online portals or physical mail Overall this book aims to assist readers in creating compelling cover letters that grab the attention of employers and increase the chances of securing an interview How to Write an Impressive CV and Cover Letter Tracey Whitmore, 2017-12-21 Your CV cover letter and LinkedIn profile are your first communication with a prospective employer As the job market is more competitive than ever grabbing an employer's attention and making the right first impression has never been more important If you compromise on the quality of your CV cover letter and LinkedIn profile you reduce your chances of winning an interview This book which will appeal to anyone from entry level to board level is a step by step guide on how to approach job hunting and achieve a killer competitive advantage by producing an impressive CV cover letter and LinkedIn profile Invaluable views and advice from senior HR and industry professionals who are often the first point of entry are provided throughout the book *How to Write an Impressive CV and Cover Letter* will support jobseekers through the entire job hunting process It offers access to practical real life examples of CVs and cover letters that have secured interviews and helped individuals win their dream job Readers will gain access to these documents together with valuable templates as part of the book **How to Write a Successful Cover Letter** 50minutes, 2017-11-03 Ready to take your career to the next level Find out everything you need to know about writing a perfect cover letter with this practical guide For many people applying for a job can be a long and daunting process However people often forget or disregard the importance of a good cover letter even though it is generally the second thing a recruiter will read Not to worry this guide will show you what employers are looking for so you can write the perfect cover letter In 50 minutes you will

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