

Entry Level Customer Service Cover Letter Template

John Ayomide
6 James Avenue,
Ikeja,
Lagos.
January 23rd, 2019.
080*****

Mr. Peter Samson,
Human Resource manager
MyJobMag Limited
7 Atunwa street,
Opebi,
Lagos.

Dear Mr. Peter,

I am writing this application in response to the customer service representative opening at MyJobMag Limited that was advertised on your company's page. Having graduated with a first class degree in mass communication and my passion for customer service, I believe I will be a good fit for this job.

During my graduate period, I did a work-study program where assisted the librarian in the library. I was given the responsibility of assisting students using the online library, here I answered questions, listened to their complaints and helped them resolve any challenge they may be facing using the e-library.

Becoming a customer support volunteer for Service Nigeria has made develop some customer service skills performing various tasks; some of the task I performed includes;

- Giving customer product information
- Help customers resolve challenges using products
- Assisting in sales
- Taking orders
- Assisting with process returns

I have always been thrilled by ABC group of companies' vision to provide their customers' with exceptional customer service experience. Giving people an excellent customer experience is one goal I have looked forward to accomplish. Being a part of MyJobMag Limited customer service team is fulfilling that goal for me.

I would love an opportunity for us to schedule time where we can discuss how I fit into the role and the company. Thank you so much for the consideration.

Sincerely,

John Ayomide