**CUSTOMER SERVICE COVER LETTER**

Subject Line: Anna Smith – Sales Associate

Dear Ms. Parker,

I was excited to see your LinkedIn advertisement for a sales associate at Parker Gifts, Inc. I consider it a privilege to help customers select the perfect gift. In my current job at The Little Gift Shop, I provide gift recommendations, help coordinate deliveries and fulfil online orders, and manage all aspects of the customer experience from greeting to follow up.

In my seven years as a sales associate, I’ve acquired extensive knowledge of point-of-sale systems including Shopify and Intuit QuickBooks. I’m known for my calm and cheerful demeanour and excel at defusing tense situations with customers. I truly believe that the best sales associate is one who listens.

I’d love to hear more about the role and what you’re looking for in a sales associate. You can reach me via phone at 555-123-4567 or email at anna.smith@email.com.

Thank you again for your time and consideration.

Best,

Anna Smith

Phone: 555-123-4567  
Email: anna.smith@email.com