**LETTER TEMPLATE**

**CUSTOMER SERVICE COVER LETTER**

Jamya Patrick

City, State, Zip Code

Home: 000-000-0000

Cell: 000-000-0000

email@email.com

Dear Mr. Schmidt,

I am writing to apply for the Client Services Representative position with ABC Business Solutions. I am a customer services professional with over a dozen years of experience in business services. In my current role as Client Services Representative for Let Manufacturing I assist clients in finding solutions to problems answer their questions and provide them with resources.

I am thorough and pay attention to detail. My computer skills are excellent, and I am able to learn new programs easily. I am friendly and courteous with superior customer relations. I have been told that I anticipate customer needs without having to be told. I would love to bring this intuitive dedication to customer satisfaction to the team at ABC Business Solutions as a Client Services Representative.

I have no doubt you will find me to be an above average Client Services Representative candidate. Please do not hesitate to reach out by phone or email to arrange an interview as I look forward to meeting with you to further explore how I can contribute to your company. Thank you so much for your time and attention.

Sincerely,

Jamya Patrick