**CUSTOMER SERVICE COVER LETTER**

Dear Mr. Hillard,

Looking for a dynamic Customer Service Representative? Search no further, because I am ready for the job. With over 10 years' experience as a Customer Service Clerk, I will step in and make an immediate contribution to Hillard's Delicatessen's' continued success.

You are seeking someone who can provide outstanding customer service and competently use a pc, and that is exactly what I am prepared to do. As a Customer Service Clerk, I am proficient in 10 Key touch and Microsoft applications. In addition, I am highly organized, service-oriented, and dependable.

I look forward to meeting with you in person this week and discussing the details of this position. In the meantime, please find my resume attached. References are available upon request.

Sincerely,

Robert Lackey