**Customer Service Specialist Cover Letter**

Name Here

xxx-xxx-xxxx

email@gmail.com

April 8, 20XX

Dear Sir/Madam,

I am humbly requesting to work with your company in a Customer Service Specialist position in response to the job vacancy advertisement. As a professional with several years in various companies’ customer care departments, I have built an incredibly versatile set of skills useful to this role.

I have supervised the cross-referencing history of customer services and customer satisfaction in my previous job as a customer care agent. With checkable accredited service feedback from clients, I have concluded reports that consider customers’ feedback and complaints status while prioritizing their safety and profitability.

I am always looking for new constructive ways of reaching deliver what the customer expects to help companies develop their operations much easier and successful. In looking at underserved clients’ needs, the number of complaints made is to understand where the problem arises and fix it to reach customers satisfactorily.

I plan to use these skills to Insight in servicing more customers and increasing the number of clients in your company.

I look forward to helping buyers get better services regarding the company’s rules and regulation and getting smooth and satisfactory services. Thank you for your time and consideration.

Sincerely,

Name Here