

Sample customer service cover letter

Jay Khanna
45 OM Complex
Mumbai, IND 14568
757-837-8237
jayk@hotmail.com

September 1, 2014

Intel Inc.
Branch Recruiter
1234 Sky Blvd.
Mumbai, IND 34565

Re: Customer Service position

Dear Recruiter,

Focusing on the issue at hand is my specialty. I thrive in a professional, fast paced, structured, and team-oriented environment. Please consider me for the Customer Service position advertised in the Times Job.

I was recently chosen as the employee of the month and commended for my willingness to work with customers to ensure their satisfaction. Being an attentive listener assists in my ability to find positive resolutions to questions that may appear to be unanswerable.

I can be reached at the number above or at my email address.

Sincerely,

Jay Khanna