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| General Cover Letter for Customer Service |
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| 3665 Margaret Street, Houston, TX 47587 • jenniferthompson@gmail.com • (770) 625-9669 |
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01/03/20XX

Dear Hiring Manager,

I am pleased to submit my application for the customer service position at TechtonSolutions. With over three years of experience in customer-facing roles and a genuine passion for helping others, I am confident in my ability to provide exceptional service that exceeds customer expectations and supports your company's reputation for excellence.

Your organization's commitment to customer satisfaction aligns perfectly with my professional values and experience. I have developed strong skills in problem-solving, conflict resolution, and multi-channel communication through my work in retail and call center environments. At TechSupport Solutions, I maintained a customer satisfaction rating of 98% while handling an average of 50+ customer inquiries daily via phone, email, and live chat.

I am proficient in CRM software, have excellent verbal and written communication skills, and can adapt my communication style to meet the needs of diverse customers. My ability to remain calm under pressure, listen actively to customer concerns, and find creative solutions has consistently resulted in positive feedback from both customers and supervisors. I also have experience in upselling and cross-selling, contributing to revenue growth while genuinely helping customers find products that meet their needs.

I am excited about the opportunity to bring my customer service expertise to your team and help maintain the high standards your customers have come to expect. I am available for an interview at your convenience and look forward to discussing how I can contribute to your continued success.

Thank you for your consideration.

Sincerely,

Jennifer Thompson

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**Dear Job Seeker,**

**We recently updated all of the cover letter templates on** [**ResumeGenius.com**](https://resumegenius.com/) **to reflect the most recent HR and hiring trends.**

Our goal is to give our users the best chance at landing job interviews, and our templates are a major part of how we aim to accomplish this goal.

Each of our newly designed and re-designed templates were built specifically to bypass the Applicant Tracking System software companies use to filter out candidates, and are formatted to be visually pleasing and easy to read.

But while our cover letter templates take the pain out of formatting and provide a strong foundation for your own cover letter, it takes effective writing to win over the hearts of employers, hiring managers, and recruiters.

If you’re still struggling to write your own cover letter, check out these free resources so you can put together a cover letter that showcases how you’re the best person for the job:

·     [Cover letter builder](https://resumegenius.com/cover-letter-builder)

·     [How to write a cover letter](https://resumegenius.com/blog/cover-letter-help/how-to-write-a-cover-letter)

·     [Cover letter examples](https://resumegenius.com/cover-letter-examples)

Once you’ve written a great cover letter, pair it with a convincing resume by using a matching [resume template](https://resumegenius.com/resume-templates). Here are a few resources to help you write a resume that gives your application the edge it needs to land you the interview:

·     [Resume builder](https://resumegenius.com/)

·     [How to write a resume](https://resumegenius.com/blog/resume-help/how-to-write-a-resume)

·     [Resume examples by industry](https://resumegenius.com/resume-samples)

Best regards,

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Description automatically generated with medium confidence