

Erin Emmons

Erin Emmons

123 Your Street
Vancouver, WA 12345

[123.456.7890](tel:123.456.7890)

ErinEmmons@myemailaddress.com

4 September 2020

Hiring Manager Name

Hiring Manager, CRM Solutions, Inc.
123 Address St
Anytown, ST 12345

Dear [Hiring Manager],

I'm writing to express my interest in the customer service representative opening, as advertised on (name of source). I have more than a decade of experience working in a customer care role and have spent that time optimizing important skills, including communication, organization, patience and leadership. I have a proven track record of successfully recovering relationships with dissatisfied customers on behalf of my employers, as well as exceeding sales and customer satisfaction goals.

In my most current position with Voss Lubricants, I work one-on-one with corporate clients to ensure that my company is meeting their needs. It's my duty to work alongside our sales team to educate the client on new and exciting product launches, as well as secure long-term contracts and increase overall sales for the company.

In addition to the sales skills and techniques that I've learned in my previous experience, I've also gained leadership skills through training new employees and delegating duties on behalf of my manager to other members of my team. I'm eager to continue using these skills in a position that allows me to take on more responsibility. It's my hope that I'll be able to accept a long-term position with (name of company) and grow within the company.

I'm confident that I can bring adequate skills and experience to this role, and I look forward to further discussing this opportunity and my qualifications with you. Thank you for your consideration.

Regards,

[Erin Emmons](#)