**Not sure how to start? Click the link to** [**have your cover letter written today by a certified writer**](https://resumewriterdirect.com/cover-letter/?utm_source=MSWord_CL_Samples&utm_medium=RWD_Top_Link&utm_campaign=MSWord_Download_Push)**.**

**Customer Service Cover Letter Sample**

2498 Rocky Ridge Dr. Roseville, CA 95661

(916) 223-3255

sallyjones@gmail.com

Dec. 16, 2016

Sophie Darling

HR Manager

Intel

3324 Auburn Blvd.

Folsom, CA, 95671

(213) 888-8888

sophied@intel.com

RE: Customer Service Position Application

Dear Ms. Darling:

I am writing to apply for a position on your customer service team at your Folsom Branch, as advertised on your company website. I have been in customer service for more than six years at two companies, with experience both in telemarketing and telecom service, as well as face-to-face customer interaction. Intel has a stellar reputation both for its products and as a place to work, and I feel I would enjoy the culture, atmosphere, and taking part in the company’s mission. I am confident I’d make a strong addition to the Intel Folsom team.

As mentioned, I have worked for two companies – first Barnes and Noble Books and Progressive Insurance. At Barnes and Noble I began as a cashier, but was quickly promoted to the information desk to help direct customers to the products they were shopping for and to address any inquires. While I was not a manager, I was one of the main customer service representatives at the store, handling a range of customer issues. At Barnes and Noble I learned how to handle difficult situations in a face-to-face environment, as well as basic salesmanship and customer service skills.

At Progressive I work at their call center and deal with customers exclusively remote, mostly by phone but occasionally over chat and online. I was named “Employee of the Month” in July 2015. This is due to my over 90% rate of customer satisfaction and 60% closing rating when selling a plan. I also am well versed in dealing with customer concerns and complaints, and have been trained in selling and managing more complicated accounts. I further have trained 5 employees.

 My experience and natural communication skills make me a uniquely qualified and useful candidate for your customer service department. I would be a great fit for Intel and very much would appreciate the opportunity to meet you for an interview, if you’d consider me. Thank you for your time and consideration of my application, and I am looking forward to hearing back from you.

Sincerely Yours,

Sally Jones

Enclosed: Resume

Hello, Job Seeker!

If you’re having difficulty writing your cover letter, **don’t worry.** You’re in good company – everyone struggles to craft the perfect cover letter. For a well-written, compelling cover letter that will help you land more interviews, we recommend [consulting the certified cover letter experts at Resume Writer Direct](https://resumewriterdirect.com/cover-letter/?utm_source=MSWord_CL_Samples&utm_medium=RWD_Link_2&utm_campaign=MSWord_Download_Push).

Or, here’s some excellent resources that might help you complete your cover letter:

* [Cover Letter Builder](https://resumecompanion.com/cover-letter-builder/?utm_source=MSWord_CL_Samples&utm_medium=CL_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Cover Letter](https://resumecompanion.com/how-to-write-a-cover-letter/?utm_source=MSWord_CL_Samples&utm_medium=CL_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Cover Letter Examples by Industry](https://resumecompanion.com/cover-letter-examples/?utm_source=MSWord_CL_Samples&utm_medium=CL_Samples_Link&utm_campaign=MSWord_Download_Push)

Oh, and don’t forget, you’re also going to need a winning resume:

* [Free Resume Builder](https://resumecompanion.com/?utm_source=MSWord_CL_Samples&utm_medium=Rez_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Resume](https://resumecompanion.com/how-to-write-a-resume/?utm_source=MSWord_CL_Samples&utm_medium=Rez_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Resume Samples by Industry](https://resumecompanion.com/resume-examples/?utm_source=MSWord_CL_Samples&utm_medium=Rez_Samples_Link&utm_campaign=MSWord_Download_Push)