

John Smith

Covington, GA 30014 | (678)555-5555

Myemailaddress@google.com in/John Smith

Contact Name

Title

Company Name

Address City, State Zip Code

[Date]

Dear Mr./Ms. Doe,

I was excited to see your job listing for the Customer Service Manager position at Eastward Retail on Indeed.com. As a dynamic customer service specialist with over three years of professional experience managing customer service loyalty programs, adeptly resolving customer issues, and making recommendations based on consumer needs, I'm confident that I would be a valuable asset to the team at Eastward.

Your job listing mentions a need for someone who is an experienced customer service manager in which I have extensive experience. I'm currently employed at Serta Simmons Bedding, Inc. where I've honed my skills evaluating and building strong customer loyalty. While employed here, I've spearheaded our customer loyalty program that successfully increased sales by an impressive 13% over the course of six months, contributing substantially to the Serta Simmon's annual goals.

I'm confident that my proven track record of excellent work ethic, unparalleled attention to detail, and exceptional customer service management will make me an immediate asset at Eastward Retail and allow me to contribute to the team's success.

I look forward to discussing the Customer Service Manager position and my qualifications with you in more detail. I'm available to talk at your convenience. I'll be in touch next week to follow up and to make sure you've received my application.

Thank you so much for your time and consideration.

Sincerely,

[Your Name]