

Bert Gaylo

Customer Service
Receptionist

Contact Details

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[Hiring Manager Name],

I am writing to apply for the position of Customer Service Receptionist at [Company Name]. My enthusiasm for customer service and my two years of experience make me an ideal candidate for this position.

I have two years of experience in customer service and I am confident that I will be able to provide excellent customer service to your company. I am an organized, reliable, and patient professional who is motivated to provide the best customer service experience. I am also an excellent communicator and problem solver.

I am familiar with the basics of customer service, including answering calls, taking messages, and filing paperwork. I am also knowledgeable about using different software to manage customer accounts and keep track of customer inquiries. I am comfortable working with both customers and colleagues, and I am confident that I can work as part of a team to ensure the best customer service experience for all customers.

I am passionate about providing excellent customer service and I am confident that I can be an asset to [Company Name]. I am eager to learn more about the position and to discuss my qualifications in further detail. Thank you for your time and consideration.

Sincerely,

[Your Name]

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Ying Liu



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