|  |  |
| --- | --- |
| **Robert smith****Airport Customer Service Agent** | **Phone**: (123) 456 78 99 **Email**: info@qwikresume.com**Website**: [www.qwikresume.com](http://www.qwikresume.com)**LinkedIn**: linkedin.com/qwikresume**Address**:1737 Marshville Road, Alabama. |

[Today’s Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I was elated to learn about the Airport Customer Service Agent and was prompted to communicate with you to show my interest considered for the Airport Customer Service Agent. I am certain that I possess the knowledge and expertise you are seeking, and I am excited to put my skills to work for your organization. I worked at XYZ Airlines as a Customer Service Agent for five years. I had the chance to work with professionals from all different backgrounds throughout my work tenure. I worked on my communication skills to deal with clients that are outraged, dissatisfied, or impolite. I gained expertise in handling tough situations like flight delays or cancellations or misplaced bags, etc. I also learned how to maintain my composure during a tense and heated conversation with a customer.

The following achievements demonstrate my qualifications –

* Took more than 70 calls per day resolving all the customer queries and complaints.
* I provide excellent customer service by providing my clients and customers with fantastic deals and discounts.
* Informing passengers of necessary flight announcements, and instructing pass holders on airline rules and regulations.
* I was awarded Best Customer Service Agent twice by my management.

I am a well-organized and productive person. I have demonstrated in the past that I can multi-task and finish tasks on schedule. I can swiftly analyze a situation and develop a practical and efficient solution. I am an effective team player who never hesitates to offer assistance and is ready to go above and beyond for my team. I always maintain an optimistic approach to my behavior. I am also a fast learner and can easily adjust to difficult circumstances. I am convinced that I possess the knowledge and experience you are seeking, and I would be honored to be a part of your team. Thank you for your valuable time and consideration.

Sincerely,

[Your Name]