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| **robert smith**  **Customer Service Coordinator** | 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],

This letter is with regard to the vacancy of Customer Service Coordinator posted on the website's career page. Working as a customer service executive for XYZ Company, I believe that I am all prepared to move up to a senior role in my LOB.

As mentioned in the job description, you have declared the open position of Customer Service Coordinator who has a proper understanding of high-level handling escalations, overseeing a team, and managing their remuneration. I believe that I am a content candidate.

Highlighting a few of my current responsibilities:

* Excellently managing queue during high call volumes.
* Assisting my fellow team members as an L2 member of the team.
* Conduct call quality assurance.
* Impart training to my colleagues with accurate product knowledge.

Inserting my resume for you to sneak peek at my educational background, internships, and current job role. I am looking forward to hearing from you regarding the further discussion.

Sincerely,

[Your Name]