**Robert Smith**

***Contact details***

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**Customer Service Dispatcher**

[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 am ardent about your available position of Customer Service Dispatcher at (xxx) organization. I have all the necessary education and experience you are looking for and have attached my resume to this cover letter. I have extraordinary abilities to guide the service crew to satisfy the customer needs and requirements and have great potential for managing time with handling customer data.

My current set of responsibilities are:

* Dispatching the service specialists as per their schedule.
* Answering the phone calls and mails.
* Troubleshooting the customers’ queries.
* Impart about the membership offers and schemes to the customers.

I have multitasking abilities in communicating with the customer as well as the service crew, which can help your organization to touch new heights of success.

Please review the cover letter and the attached resume, and I am looking forward to meeting with you in person.

Sincerely,

[Your Name]



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