

Jordan Taylor

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Acme Corporation

RE: Internship Customer Service Representative

Dear Hiring Manager,

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I am writing to express my enthusiasm for the Internship Customer Service Representative position at Acme Corporation, which I discovered on your careers page. As a passionate advocate for excellent customer service, I am excited about the opportunity to contribute to your team, known for its commitment to client satisfaction and innovative solutions.

During my previous role as a customer service assistant at XYZ Retail, I successfully managed a high volume of customer inquiries, consistently maintaining a response rate of 95%. My dedication to providing exceptional service was recognized when I received the Employee of the Month award for my ability to resolve complex issues promptly. Additionally, I developed a training manual for new staff that streamlined the onboarding process, which reduced training time by 20%. These experiences have equipped me with strong communication and problem-solving skills that I am eager to bring to the Internship Customer Service Representative role at Acme Corporation.

I am particularly drawn to Acme Corporation because of your innovative approach to customer engagement and the emphasis you place on team collaboration. I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed company and am eager to discuss my application further.

Sincerely,

Jordan Taylor