

**James Brown**

**238 Broadway**

**New York**

**NY**

**United States**

**To**

**The HR Manager**

**XYZ Company**

**354 F 63rd Street**

**New York**

**NY 10022**

**United States**

**Sub: Cover letter for the post of a customer service advisor**

Dear Mr. or Mrs. or Ms. HR Manager,

It's an honor to be writing this letter to apply for the position of customer service advisor at [mention the name of the firm or organization]. Working at your company would be like a dream come true for me, and I have all the required academic qualifications, experience, and talent to work in this post successfully.

I have always aimed to do something in the customer service field and for this, I have studied hard. I am a [mention the name of the degree] holder from [mention the name of the educational institution], one of the most famed ones in the country, and from [mention the name of the educational academy], I received a [mention the name of the course certificate].

I served at [mention the name of the company or organization], one of the most prominent ones in this industry, for around [mention the number of years] in a similar position, and being there; I was responsible for making sure all details on costs and services rendered are related to the customers and processed their payments, maintaining positive customer relationships to make sure repeat business, calling customers to advise them the service changes, handling and overseeing the schedule and workflow of the dealership.

I possess strong problem-solving, decision-making, and organizational skills. In addition to these, I have exceptional communication (verbal and written), interpersonal, and customer service skills. What makes me different from others is the fact that I have proficiency with industry-specific software and a strong understanding of the automotive industry and automotive technology.

Kindly allow me to join your popular firm and I promise to work for the advancement of the company always.

**I will be waiting for your call for an interview.**

**Thank you,**

**From**

**James Brown**

**[Handwriting signature]**

**[Mention the contact details]**

**[Mention here, if there is any post note to be given]**