Good day!

### I am writing to you regarding your company’s available job offer specifically customer service works and data entry . I have been working as a Customer Service Specialist for 6 years now, and during that time I’ve developed impeccable phone manners and an ability to politely deal with difficult customers. I am accustomed to working with different personalities. good with building rapport and knows how to multi- task which will also be a help for your company to grow and surpass all goals and objectives.

With the previous companies that I worked with, my duties are processing orders, flights reservations specialist- booking and changing flight details, selling home services and mobile postpaid plans and answering/solving billing concerns. During my tenure, I have been promoted as a team expert or a subject matter expert due to my performance and achievements of which I also needed to do some admin works such as handling a team, sending reports/ data entry and training people.

My 6 years of experience with being a customer service representative has helped me improve my communication skills, hone my organizational skills, and has provided me with knowledge of how to upsell services to potential clients which I think are the qualities you will need for the position.

I’m looking forward to discussing the position and my qualifications with you in more detail soon. I feel confident that I fulfill the requirements for the real estate lead generation specialistposition in your company. Thank you for your time and consideration.

Sincerely,

Maria Concepcion F. Quilon