

Dear Hiring Manager,

I wish you a very good day!

I am writing to express my interest in the Customer Service position that you are currently offering. I am confident that my skills and work experience make me an ideal candidate for this role.

I have been working as an Accounting specialist | Customer Service, Technical Support, and Virtual Assistant E-commerce for almost eight years. It has made me much more of an expert in my work. In my previous role as an Accounting specialist | Customer Service for Intuit QuickBooks, I helped self-employed individuals track their self-employment income and expenses into the QuickBooks system to calculate their taxes that needed to be filed yearly. I have been a technical support representative for a large cable company in the US, where I help customers troubleshoot issues over the phone. In my previous job as a virtual assistant in e-commerce, I worked directly with a client who runs an online eyewear shop. I manage their social media accounts, Shopify accounts, Trustpilot reviews, and answer customers' concerns via Zendesk.

In addition, I can handle sensitive and confidential matters with discretion. I am certain that I will be able to make an immediate contribution to your company.

So, you may trust me with any Customer Service task. I am ready to work with you. Should you have any questions or require information, please contact me at your convenience. I will be eagerly waiting for your response. I am always available via email and through my phone number.

Thanks a lot for taking the time to review the letter.

Best Regards,
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