

Hiring Manager,

I am responding to your post for Customer Service Support. My experience and interests match your requirements and I would like to apply for the same position.

I was selected to work with the company for lead generation, data capturing, and reporting systems to aid our recruiters in successfully placing candidates with our company clients. I have 13 years of work experience from my previous job—a staffing and recruiting agency based in Ketchum, Idaho. I can start anytime. Before that position, I also joined the Business Process Outsourcing companies for almost two years as an Inbound Sales Associate (sprint/Nextel) and three years as a Customer Service Representative (AIG).

I have experience providing data entry and clerical and administrative support to the data management department. I know that experienced and talented data entry workers are an important component of a successful company and I am also comfortable with typing a high volume of information into a database all day. I'd happily join your team and add my skills to the pool.

All the best,

Andrew Cardano