

To the Hiring Manager,

I came across this job opening on your company website, and I am thrilled to apply. My skills and experience make me an excellent fit for the job I am applying for.

I worked as a Customer Service Representative for Install and Fix Solutions in Brisbane where I regularly handled the maintenance of our customer's warranty requests in Beehive, scheduled warranty repairs, initiated contact with service providers for their availability, follow-up with customers' feedback of our technicians' service, fulfill our customer's request when needed and manage emails.

In this role, I have gained plentiful experience in maintaining good customer service, maintaining our database, and maintaining open communication with management when an issue arises. I would like to bring my skills and experience to your company in order to take my career to the next level and provide excellent service to the company's customers.

I believe my motivation and adaptability, strong desire to learn make me a valuable candidate. I also think I have a great work ethic and a real passion for this field. I am excited to come aboard and work with you all.

I would be happy to further explain my motivation for applying to the position at your most convenient time. You may reach me at 09499697830 or by email at gshuckle82@gmail.com.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Girlie Marie Suazo