

**Kemesha Blake**  
1082 Abbey Crescent Cumberland  
Gregory Park P.O  
St. Catherine  
Cell number: 1 876-286-0574  
Email: Blakekemesha12@gmail.com

Dear Sir/Madam:

My name is Kemesha Blake and I heard of the job vacancy from a job posting online. I hereby apply for Customer Service Agent position in your organization.

My background includes serving as an administrative assistant, at a small business known as Telecom Maintenance and Rigging Services Ltd in Jamaica, associated with Telecommunication Services for 3 years in this position where my responsibilities included assisting the administrator with phone calls, payroll, billing, processing orders, filing etc, alongside with that I worked within the BPO industry for 2 years as Customer Service Consultant where I would multi-task, practice active listening, empathize, resolving customers disputes and satisfying customers needs.

In addition to these experiences, I had gained considerable customer service skills and basic business administrative knowledge during the process. I believe that the skills and experiences I had gained in these positions make me an ideal candidate for the job being offered in your organization. I hope to be invited for an interview.

Sincerely,

Kemesha Blake