

Nicole Lartey

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RE: Communications or Customer Service Representative

Dear Hiring Manager,

As an experienced Customer Experience Representative, the advertisement for this role with our company sparked my interest. When reviewing the position requirements and your organization's website, I was excited to find that my qualifications and personal strengths align with your needs and mission.

I bring a comprehensive set of skills that I believe will be valuable to the company. In my role, I perfected my abilities in relating and understanding customers' needs and teamwork, providing a firm foundation for the position. My computer skills, people-centric nature, and compassion have afforded me excellent skills in solving customer needs and providing the best services.

I am excited to contribute my talents and proficiency in communications and building strong leadership within the company and toward team efforts. As an engaging communicator with a proven track record as a computer literate, my focus on building strong professional relationships has been a beneficial asset throughout my career and this makes this an exciting role to take on to provide great expertise.

Please review my enclosed resume for a more in-depth illustration of my work history and accomplishments. I would appreciate the opportunity to interview at your earliest convenience. I'm eager to discuss how my personality and background fit the vacant role. Thank you for your time and consideration of my candidacy.

Sincerely,

Nicole Lartey.