

We possess. i will call  
your office



**ASSIGN  
BUSTER**

We hope you will pay heed to the matter and arrange to send the money within a week.

Yours faithfully,(Your Name)(Company Name) Dear (Name), Please regard this as an application for the position of Customer Services Supervisor that was advertised in last Saturday's paper. Based on the requirements stated in the ad, I believe that I possess a unique mix of experience and skills that can definitely help your company in the critical customer service area.

Experience, skills, and abilities that I can offer your company include: i. Eight years of experience in the customer service field, five as a supervisor; ii. Above average communication and issues resolution abilities; iii. Ability to effectively supervise staff and manage an independent budget; iv.

Ability to communicate with staff, and motivate them, to increase productivity; v. Excellent grasp of the "one to one" customer relationship management principles; vi. Experience working effectively in a dynamic, multi-tasking environment. The enclosed resume provides more details on the above, as well as on other experience, skills, and abilities that I possess. I will call your office early next week to see when we can meet to discuss my qualifications and how I can help your company improves its customer service levels.

Sincerely,(Your Name)