Dear Human Resources Department,

I am Gabrielle Josie and I am seeking employment with your company. I have over 5 years of customer service experience which includes 3 years of management in a retail setting as well as 2 years in a call center environment. I have also worked in an office setting which has allowed me to develop my administrative skills as it pertains to typing speed (45 wpm), Microsoft Office applications, multi-tasking, taking multi-lined inbound calls, and vendor interaction. I have worked for many small companies which has allowed me to see more in depth aspects of sales and customer service by placing me in direct contact with CEO’s, sales managers, distributors, etc. I feel that my advanced experience in fast-paced, customer service based positions would give me an advantage as well as make me an asset to your company. Please contact me via mobile phone (407)687-2574 and/or via email gabijt09@gmail.com at any time.

I look forward to hearing from your recruiting department.

Regards,

Gabrielle D. Josie