

JANE RUSSELL

CUSTOMER SERVICE

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Karen Cunningham
Hiring Manager
Dayjob Ltd
120 Vyse Street
Birmingham
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Date: 26th September 2012

Dear Ms Cunningham

Kindly accept this application from a talented and capable applicant who wishes to apply for your Customer Service Advisor vacancy which was advertised on the dayjob.com website today.

I would bring to your company real life experience of the following areas,, and All of these being fields mentioned in the job advert. On top of this I am able to identify, exploit, take advantage of and fully develop any sales opportunities that come my way.

With my present employer I have consistently exceeded all goals set for me, and am valued for my ability to deal with intractable situations by coming up with solutions that are acceptable to all parties. A good illustration of this is where I
My core strengths include, but are not limited to the following:

- Using key words and phrases to create a positive image in the customer's mind, with an emphasis on what can be done, rather than what cannot be done.
- Ensuring a high level of customer care is exercised at all times.
- Being able to quickly adapt my approach to changes in customer's situation or demeanor.

I am very keen to join your company because as a market leader in your field you are able to offer candidates a range of superb career opportunities and an immediately challenging position.

I would be grateful for the opportunity to demonstrate my capabilities further at an interview. Please feel free to contact me to arrange a meeting at your earliest convenience. In closing I would like to thank you for taking the time to consider my application, and I eagerly look forward to hearing from you.

Yours sincerely

Jane Russell



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