

# KATHLYN KATE DIMALIWAT

CUSTOMER SERVICE REPRESENTATIVE

## CONTACT

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## TO WHOM IT MAY CONCERN

I am writing to apply for the Customer Service Representative posting in your company. I have almost 2 years of experience In Customer Service Management as well as in Business Development and my professional expertise aligns closely with the responsibilities outlined in your job advertisement.

In my role as Customer Service Representative in my previous companies, I proved to be efficient, enthusiastic and strong leader. My value quickly became apparent to my previous company because of hard work, perseverance and dedication for my work and responsibilities.

Your good office would benefit from my skills in the following areas:

- Eye for excellence and high level of Customer Service and standards
- Strong work ethic and leadership skills
- Positive attitude even under pressure

I believe that your company will be a great success for many years to come and my extensive expertise will help ensure your establishment succeeds well into the future. My time spent in this industry has prepared me for such an opportunity, and I sincerely hope I can contribute soon as a member of your team.

I look forward to discussing the Customer Service Representative position and my qualifications with you in more detail. I'm available to talk at your soonest convenience. I'll be in touch next week to follow up, just to make sure you've received my application.

Thank you so much for your time and consideration.

**KATHLYN KATE DIMALIWAT**