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To Head Honcho Supplements,

I hope all is well for you today!

I would like to apply for the email and chat support position which was advertised in Upwork. I am confident that my customer service skills with a 8 years experience would be valuable and can be a best asset in your company.

In my 8 years experience with Teleperformance Philippines, I have developed skills to interact and comply to the client's demands. In the process, I was able to learned to multitask due to multiple line of business, solving live issues, initiates to resolve escalations directly from the client, research analysis, resolutions, offers compensations depends on the level of severity and offers coaching sessions to my colleagues. I am also an effective communicator who is skilled in giving oral presentation, interacting over the phone, email and chat.

In these parameters, I have learned to value the business and building up the relationship of our clients. I have preserved my perseverance and dedication to my work for many years and will still keep up on the same pace.

I look forward for your genuine feedback and excited to be part of your team!

Yours Truly,

Rizza Quetua Vejerano