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Greetings,

I hope this letter finds you well. I am writing to you for the Customer Service Representative position as I will be a great fit for the role.

Throughout my previous years of employment, my positive attitude and work ethic have always stood out. I like to feel good doing my job, and I believe that work ethic will go well with the work environment. I have worked multiple different customer service and hospitality jobs, ensuring I know how to work with people on a face to face basis. I have experience with data entry and administrative tasks, which go well in a clerical setting. I will bring all this with me in this position. I have passion for creating and bringing people happiness, you can see my attached resume for more information.

With the experience I possess, I am confident in what I can bring to the company and I know I can be a great fit for the role as a hard working individual. I am a fast learner and bring my all to any position I have. As a self-starter, I take pride in taking initiative and doing my best at my job. Thank you for your time and consideration, I hope to hear from you soon.

Warm Regards,

Portia Dunn