Daffodil Pahilanga10 Berkley CourtEndeavour Hills. 3802.0414-647-010

Dear Sir/ Ma'am,

My name is Daffodil Pahilanga. After seeing your advertisement and as I am interested in working in a similar area, I decided to apply for the advertised position. I am honest, enthusiastic, self-motivated, genuine, loyal, trustworthy, well-organized, very friendly, approachable, and I have had a lot of experience dealing with customers, and people, when I was working as a Customer Service Representative as one of the Call Center in Dumaguete City, Philippines.

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With regard to my ability to meet the specific requirements of this job:

Customer service - worked for six years in a face-to-face customer service environment providing customer service

Reception duties - responsibilities included answering incoming phone calls and assisting customers with phone-based enquiries

General administration - provided training in the use of skills including filing, data processing, records management and writing communication. I have been working at a BPO Industry for the past 6 years as a Customer Service officer.

My employers have commended me for my high level of interpersonal skills and naturally engaging personality. My motivations include learning new things and the challenge of meeting key objectives. My previous managers can be contacted to provide more information about my ability to meet the needs of this job.

I understand that you will receive a large number of applications for this role. I do, however, believe that my motivation, commitment and pre-existing skills will allow me to fit into your work environment and immediately start supporting the needs of your organization.

I would appreciate the opportunity to meet with you to discuss my application at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

I am willing and available to work on a rotating roster, if required.

Please see my attach Resume.  Hoping to hear from you soon.

Thanking you in advance for your time,

Respectfully yours,Daffodil PahilangaMobile No. - 0414-647-010Email Add – pahilangadaffodil@yahoo.com