

Michael L McKee
314 Tribble Street
Honea Path, SC 29654
864-210-7006

Hiring Manager,

As an extremely enthusiastic individual with over fifteen years of customer service experience working in a restaurants and call centers, I would like to apply for the position of Customer Service Representative in Greenville, SC. With great leadership abilities, hospitality experience and customer care expertise, I am ready to leverage my capabilities to contribute to the goals of HIBR.

I possess the superb ability to work with all levels of the staff as I believe in maintaining a friendly rapport with everyone. Moreover, I have the knowledge of assessing customer needs in order to provide them with the best of services at all times.

I am confident that my skills and my past experiences are a perfect match for the position. I would bring to your company a broad range of skills, including:

- Excellent Leadership abilities
- Great problem solving and multitasking skills
- Effectiveness in a Team environment
- Excellent Attendance and Safety
- Effectiveness working with inside & outside customers
- Excellent written and verbal communication

I am excited to learn more about the call center's operations and to demonstrate what I have to offer in the role of a Customer Service Representative. When you have questions and would like to schedule an interview, please contact me by phone at 864-210-7006, 864-337-2871 or by e-mail at mlmckee1968@hotmail.com. Please find attached a copy my resume for your review, and I look forward to hearing from you. My salary is negotiable, but more than \$15.00 is preferred.

Sincerely,

Michael L McKee