

# JASPER JOSHUA GEOLAGON

CUSTOMER SERVICE REPRESENTATIVE



May 30, 2023

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HR Manager

2F & 4F, Uptown IT Hub,  
JLU Centre Bloc, Rajah  
Sikatuna Ave, Tagbilaran  
City, 6300 Bohol

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Dear HR Manager,

I'm writing to you regarding the customer service representative position at Task Us that I saw on your Facebook page.

While working at the IBEX for the past four months, I honed my customer service skills, as well as assisting the needs of the customer by providing solutions to their problems and also answering all their queries.

My accomplishments include:

- Handling customer complaints.
- Answering and resolving orders and payments problems.
- Ensuring customer satisfaction and expectation.

With my wealth of experience, I am the perfect fit for the position. I have attached my resume to further demonstrate my previous experiences and valuable skills. I look forward to hearing from you and would be happy to come in for an interview. Thank you for your time and consideration.

Sincerely,

Jasper Joshua M. Geolagon