

JASPER JOSHUA GEOLAGON

(POSITION)



DATE

HR Manager

(NAME OF THE
COMPANY)
(ADDRESS, ZIPCODE)

Dear HR Manager,

I'm writing to you regarding the (NAME OF THE POSITION)
position (WHERE DID YOU SEE THE POSTING)

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