Clara Scofield

Sales Manager

2075 Elliott Street

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4/8/20

Oscar Harris

General Manager

Canton & Litman

907 Better Street

Kansas City, MO 66101

Dear Mr. Harris,

I am writing to express my interest in the Customer Experience Manager position that you have posted. I believe that my experience and skills make me a strong candidate for this position.

I have been working in the customer service industry for over 10 years, and I have held positions such as Customer Service Representative, Supervisor, and Team Leader. My most recent position was as a Customer Service Manager, where I managed a team of 30+ employees. I was responsible for training, scheduling, coaching, and leading by example. I also had the opportunity to work with several different departments including Sales, Marketing, and Human Resources.

My strengths include leadership, communication, organization, and problem-solving. I am able to motivate others to achieve their goals through positive reinforcement and by setting an example myself. I am also skilled at analyzing situations and coming up with solutions that are both effective and efficient.

I would appreciate the opportunity to meet with you in person to discuss my qualifications and how they could benefit your company. Thank you for your time and consideration.

Sincerely,

Your name

clarazscofield@gmail.com