Zainab Balogun
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The Human Resources Manager
FibreWorld Telecommunications Network Limited
Head Office, Lagos

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF CUSTOMER SERVICE REPRESENTATIVE

I am writing to apply for the position of Customer Service Representative at FibreWorld Telecommunications Network Limited, which I saw advertised on Omadaily. FibreWorld Telecommunications Network Limited is a respected name in telecoms, and I would welcome the chance to grow my career with your team.

I hold a B.Sc. Mass Communication from University of Port Harcourt, and I have 4 years of experience, most recently as a Customer Service Representative at Harbourpoint Nigeria Ltd. In this role I answer 80+ calls and chats a day and meet the call-quality target, and I resolve 90% of complaints on the first contact.

I am excited by the role FibreWorld Telecommunications Network Limited plays in keeping Nigerians connected, and I enjoy fast-moving work where good service and reliable systems make the difference. I am also skilled in phone and chat support, complaint resolution and CRM systems.

I have attached my CV for your review. I would be glad to attend an interview at your convenience to discuss how I can contribute to FibreWorld Telecommunications Network Limited. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Zainab Balogun

Free sample from omadaily.com. Edit it to fit your own experience.