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To whom it may concern:

Please accept my cover letter and resume for the customer service position at your place of employment. I am a fourth-year student at the University of Lethbridge in the history and education program, and currently in my professional semester two.

I am very confident that I can make immediate and significant contributions to your team. I am a highly analytical thinker and I am able to identify, scrutinize and improve or resolve any task at hand; which in turn, leads me to believe that I would be a valuable asset to the team. I am an enthusiastic individual, who is flexible, adaptable and able to manage multiple priorities at the same time. Furthermore, I possess excellent communication, problem resolution and organization skills.

I would be efficient and precise when performing tasks; however, I am a sociable person who has a natural ability of talking to and building relationships with all kinds of people and colleagues. My experience working at our local pub has given me an opportunity to showcase my excellent customer service skills which both my supervisor and frequent customers can attest to. Further my extensive customer service experience extends beyond serving, as all of my jobs have allowed me to showcase my friendly and attentive skills. I excel working in a high pace environment and my exceptional organizational skills enable me to be an efficient team member.

I look forward for an opportunity to speak with you further about the position at your place of employment. If I can provide any further information, I can be contacted at the information listed above. References available upon request. Thank you for your time and consideration.

Sincerely,

Vanessa Pavan