Regarding the position currently advertised, please find attached a copy of my CV for your consideration. I am interested in working for this role in order to enhance my knowledge and skills by working in a different work environment whilst trying to pursue my career by developing and working in an office and business environment. I’m also interested and keen to learn and work in different departments of the business in order to gain more experience and knowledge.

Having worked within the customer service industry prior to beginning my university degree course and studied Business Information Systems at university, I feel I developed a wide range of skills that would meet your expectations for this role and would welcome the opportunity to bring my experience and knowledge to your company. I have gained experience in being able to work as part of a team and as an individual by being at university and also being employed.

I enjoy mixing with people and firmly believe in the importance of good manners, punctuality and polite service.

I do consider myself to be courteous, responsible, well mannered, and well presented at all times. I currently work full time at a contact centre and enjoy the experience of working as part of a team thriving in a fast paced environment.

I’ve learnt and developed personally whilst working in a customer service environment but also developed skills whilst studying at university such as improving my communication skills by working in groups. Also, I have exceptionally good research and organisational skills. I have become more confident whilst working and I would like to apply my skills to this position. I am eager to learn and develop my knowledge and experience and would welcome any further training/opportunities that you could offer.

If you would like to discuss my application further or arrange an interview my contact details are

Tel: 07450253129 email: ayceephillips@hotmail.com

I look forward to hearing from you soon.

Yours sincerely,

Miss Aycee Estanislao