

Ayana Simmons

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Salary Expectations: 34000-36000

Dear CORA :

I am a very enthusiastic customer service representative, who excels in environments where I can use the customer service skills that I've acquired to the best of my abilities to further benefit the company. I understand what it means to be transparent to a point where everyone no matter the case feels comfortable.

I have good interpersonal communications skills where I can connect with people to adhere to their specific needs, which in turn makes me very suitable for the current open position. With the passion for customer care involved, I'll be able to excel in any given task.

From a more business point of view, I am beyond attentive. I pick up on details of the position very fast which allows me to fall right into place along with fellow peers. My keen eye for detail ensures that all paperwork will be processed correctly. I have a knack for being able to understand other strengths and weaknesses which allows me to be able to grow and lead a team to results.

As years in sales it was always about numbers more than customer care. With this opening position I hope to be able to put my people skills in more use.

I hope to be considered for the opening position.

Sincerely,

Ayana Simmons