

Svetlana Greer

☎ (217) 555-0198 ✉ svetlana.greer@example.com [in linkedin.com/in/svetlanagreer](https://www.linkedin.com/in/svetlanagreer)

📍 123 Maple Street, Springfield, IL 62704

JUNE 15, 2026

Flexible Benefit Solutions Inc.
Hiring Manager
Chicago, IL

Dear Hiring Manager,

I am excited to express my interest in the Customer Service Representative position with Flexible Benefit Solutions Inc. My extensive experience coupled with my strong commitment to delivering exceptional support makes me a strong contender for this role.

With over three years in customer service, I have successfully navigated numerous inquiries related to COBRA and various benefit plans. Attention to detail became my mantra while handling these responsibilities. This experience aligns seamlessly with your need for accurate data entry and regulatory compliance.

At Benefit Solutions Group, I collaborated with multiple teams to ensure clients received timely and accurate assistance. I often felt challenged, yet these hurdles only drove me to refine my skills further. My ability to adapt has proved valuable in maintaining service excellence under pressure.

During my tenure at Wellness Benefits Co., I provided comprehensive support for flexible spending accounts. I took pride in my skill to resolve issues swiftly, enhancing client satisfaction and fostering a sense of trust in our services.

In every role, effective communication has been a cornerstone of my success. I relish opportunities where interpersonal connections flourish, especially when addressing complex inquiries. Building relationships with clients and being the first line of support is where I truly thrive.

I look forward to the possibility of contributing to your team.

Thanks,

Svetlana Greer

Svetlana Greer