

# SUPERVISOR COVER LETTER

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BY RESUME GENIUS

Aug. 31, 20XX

[Hiring Manager's Name]  
AT&T  
Albuquerque, NM 87107

Dear [Mr./Ms./Mx.] [Hiring Manager's Last Name],

I'm applying for the Customer Service Supervisor role at AT&T because I enjoy leading teams in high-volume customer environments—balancing empathy with clear expectations and measurable results. With 2+ years of supervisory experience in a transaction-based setting, I'm confident I can help drive service quality, productivity, and a strong team culture.

In my current role as Customer Service Supervisor at Verizon, I manage daily operations by monitoring attendance/adherence, reviewing team metrics, and addressing performance trends early. I've supported hiring and onboarding, and I'm comfortable managing performance through consistent feedback, coaching documentation, and corrective action when needed.

My approach is hands-on and development-focused: quality reviews, side-by-side coaching, and regular 1:1s that turn insights into SMART goals and action plans. I also partner effectively with scheduling/workforce, training, and HR teams to keep reporting accurate and ensure the team has what it needs to meet expectations.

I'd welcome the opportunity to discuss how I can support AT&T's customer experience goals while developing a high-performing team. Thank you for your consideration.

Sincerely,

Your Name

# How To Be A Cover Supervisor

**San Francisco (Calif.). Board of  
Supervisors**



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