Send Verification Email to Potential Employee Form

Keep in mind that I am here to help you!!!! Use me.

Per a benefit of your paying for in this course, I will send a verification letter or email to the contact at the address or email you specify that you have a “valid” Customer Service Representative Certificate.

Your number on your certificate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*

Your first name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Your Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*

Are you male or female? To make the grammer accurate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*

Your email address used in the order of the course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*

Your phone number in case we have questions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*

Your name to be used in the letter or email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*

First name of who will the letter or email be addressed to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*

Last name of who will the letter or email be addressed to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*

What the person’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*

Mr., Ms, Dr. Honorable, or leave blank: \_\_\_\_\_\_\_\_\_\_\*

What is the email (if applicable) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ print clearly or type \*

What is the Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*

What is the Address Line #1 :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*

What is the Address Line #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if applicable)

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*

State: \_\_\_\_\_\_\_\_ \* Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*

Required (\*)

Send any “Requested” changes to the template below for this specific contact following letter. We will do what we can to agree to your changes. We will notify you if we cannot honor your request and come up with a plan b.



Date: XX/XX/202X

Contact Name

Contact Title

Company Name

Address #1

Address #2 (if applicable)

City, State, Zip

Subject: Verification of (your name)’s successful completion of the “Customer Service Representative Certificate” Course with the grade of “A.”

Mr./Ms./Dr. (last name)

This letter to official offer verification that (your name) took and completed the comprehensive inbound Customer Service Representative Certificate course. (Your name) did make a grade of an “A” on the course evaluation exam.

The list of CSR topics reviewed to help (your name) be more productive faster. (your name) will have been exposed to focused training and real actionable business skills that some of the other co-workers may not learn for many years.

* How to be a professional inbound customer service representative
* Reviewed many key CSR terms and why they are important
* An intro to “reflective listening” on how to handle objections
* Phone Etiquette Training to help avoid the managers time to correct new hire mistakes
* Business Etiquette Training helps avoid costly new-hire mistakes saving management time by avoiding some percentage of mistakes. Thus, saving on employee turnover costs.
* Business Acumen Training to help (your name) be more focused on the corporate and team goals and not personal goals. Moreover, the training focused in detail on why it is essential to focus on the current corporate goals and objectives to help management, team unity, and the company keep an eye on the ball.
* 16 Corporate Do’s and Don’ts have been reviewed for focus and foster leadership. Specifically, this list is designed to reduce the chance of a dire mistake for the employee and an embarrassing situation for the team and company.
* An intro to how to lead a professional business meeting was also included. Of course, this will take practice, but this is just an example of another area that (your name) will be ahead of their fellow entry-level new hires.

Please feel free to contact me for questions on for more details of the training that (your name) was exposed to and successfully completed.

Mike Dunn

President

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