

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Customer Service Representative position at [Company Name] as advertised on [where you saw the job post]. With my background in assisting diverse customer bases and my commitment to providing positive solutions, I am confident that I would be a valuable asset to your service team.

In my previous role at [Previous Company], I developed strong skills in active listening, conflict resolution, and clear communication. I have experience managing high call volumes and responding to email inquiries while maintaining a professional and friendly demeanor. I take pride in my ability to turn a difficult customer interaction into a positive experience by focusing on empathy and efficient problem-solving.

I am particularly drawn to [Company Name] because of your reputation for [mention a specific company value or product]. I am eager to bring my dedication to excellence and my passion for helping others to your organization.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience and skills can support the goals of [Company Name].

Sincerely,

[Your Name]