

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Customer Service Representative position at [Company's Name] as advertised on [where you found the job listing]. With my passion for helping others and my experience in providing exceptional customer service, I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully handled customer inquiries and resolved issues promptly, achieving a customer satisfaction rating of [X%]. My strong communication skills and ability to empathize with customers allow me to address their needs effectively, ensuring a positive experience.

I am excited about the opportunity to contribute to [Company's Name] and support your mission of delivering outstanding service. Thank you for considering my application. I look forward to the opportunity to discuss how I can help your team.

Sincerely,
[Your Name]