

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

Dear [Employer'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 over [number] years of experience in customer service, I have developed strong communication and problem-solving skills that I believe will make a valuable contribution to your team.

In my previous role at [Previous Company Name], I effectively managed customer inquiries and resolved issues, achieving a [percentage]% satisfaction rate. My ability to empathize with customers and provide tailored solutions has not only improved customer retention rates but also fostered lasting relationships. I am proficient in [mention any relevant tools or systems], making me well-equipped to handle your customer service needs.

I am particularly drawn to this position at [Company's Name] because of [specific reason related to the company or its values]. I am excited about the opportunity to leverage my expertise in customer service to enhance the experience for your customers and contribute to the overall success of your team.

I have attached my resume for your review and would welcome the opportunity to discuss how my experience and skills align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name] as a dedicated member of your customer service team.

Warm regards,

[Your Name]