

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the Retail Customer Service role at [Company Name] as advertised on [where you found the job posting]. With a passion for providing exceptional customer service and a strong background in retail, I believe I would be a valuable addition to your team.

In my previous position at [Previous Company Name], I successfully [mention a relevant achievement or responsibility, e.g., managed customer inquiries, resolved complaints, or handled transactions], which resulted in [quantifiable outcome, e.g., increased customer satisfaction or sales]. I possess excellent communication skills and take pride in my ability to establish rapport with customers, ensuring they leave the store satisfied.

I am particularly drawn to [Company Name] because of [specific reason related to the company, e.g., its commitment to customer service, values, or community involvement]. I am excited about the opportunity to contribute to [mention a specific goal or value of the company] and help create a welcoming shopping experience for all customers.

I am confident that my proactive approach and enthusiasm for retail will help me excel in this role. I look forward to the possibility of discussing how I can contribute to the success of your team. Thank you for considering my application.

Sincerely,  
[Your Name]