

[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 Customer Service position at [Company Name] as advertised on [where you found the job listing]. With [number] years of experience in the customer service industry and a strong dedication to enhancing customer satisfaction, I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully handled [specific responsibilities or achievements], which resulted in [specific outcome or improvement]. My ability to communicate effectively with customers and empathy for their needs enables me to provide exceptional service and resolve issues promptly.

I am particularly impressed with [something specific about the company or its values] and am excited about the opportunity to contribute to [specific goal or project related to the company]. My skills in [mention relevant skills, e.g., problem-solving, communication, conflict resolution] align perfectly with the requirements of the role.

I look forward to the opportunity to discuss how my background and abilities could be a great fit for [Company Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]