

[Your Name]
[Your Address]
[City, State ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Customer Support Representative position at [Company Name], as advertised on [where you found the job posting]. As a recent graduate from [Your University] with a degree in [Your Degree], I am eager to leverage my strong communication skills, adaptability, and passion for helping others to contribute to your team.

In my academic experience, I developed a solid foundation in communication, critical thinking, and problem solving. My recent internship at [Previous Company/Organization] provided insight into addressing customer inquiries efficiently and professionally, allowing me to fine-tune my interpersonal abilities and develop a customer-centric mindset. I also volunteered as a peer mentor, working closely with students to resolve issues and ensure a positive experience, further strengthening my ability to remain patient, empathetic, and solution-oriented.

I admire [Company Name]'s commitment to exceptional customer service, and I am eager to contribute to this culture by delivering prompt and effective support to your customers. I am an enthusiastic learner, quick to adapt to new systems and workflows, and I am confident that my dedication and positive attitude would make me a valuable addition to your support team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences can benefit [Company Name]. Please find my resume attached for your review.

Sincerely,
[Your Name]