

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Your Email Address]  
[Today's 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 Service position at [Company Name], as advertised on [where you found the job posting]. As a recent high school graduate with strong communication skills and a friendly, positive attitude, I am eager to begin my career in customer service and believe I would be a valuable addition to your team.

Throughout my time in school, I have demonstrated my ability to work well with others, resolve conflicts, and provide assistance in a variety of settings. As a member of the student council and a volunteer at local community events, I developed strong interpersonal and organizational skills. These experiences taught me the importance of listening attentively, remaining patient, and maintaining professionalism-qualities that are essential for excellent customer service.

I am excited about the opportunity to contribute to [Company Name] and provide every customer with a positive experience. I am a quick learner and am eager to gain new skills and grow within your company. I am confident that my enthusiasm and dedication will allow me to make a meaningful contribution to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications and how I can be an asset to [Company Name]. Please feel free to contact me at [your phone number] or via email at [your email address] to schedule an interview.

Sincerely,  
[Your Name]