

[Your Name]  
[Your Address]  
[City, State, ZIP]  
[Email Address]  
[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 Representative position at [Company Name] as advertised. Although I am seeking my first professional role, I am excited about the opportunity to contribute my enthusiasm, strong communication skills, and adaptability to your esteemed team.

Throughout my academic journey, I have honed my ability to interact effectively with people from diverse backgrounds, both through group projects and extracurricular activities. I pride myself on my ability to listen carefully, ask thoughtful questions, and respond with empathy-skills I believe are essential for delivering outstanding customer service.

I am a quick learner and am eager to familiarize myself with [Company Name]'s products and customer service protocols. I understand the importance of professionalism and patience when handling customer inquiries or resolving concerns. My positive attitude and strong work ethic will enable me to provide thoughtful solutions and support to your customers, ensuring a positive experience with your brand.

I am truly passionate about helping others and am motivated to contribute to a team that values excellent service. I am confident that my willingness to learn and my friendly, approachable nature would make me a valuable addition to [Company Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and enthusiasm can benefit your team. Please find my resume attached for further details.

Sincerely,  
[Your Name]