

Entry-Level Customer Service Cover Letter Sample

[Your Name]

[Your Address]

[City, State ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Hiring Manager Name],

I am excited to submit my application for the Customer Service Representative position at [Company Name], as advertised on [where you found the job posting]. As a recent [graduate/individual eager to start my career], I am enthusiastic about the opportunity to provide exceptional service and support to your valued customers.

My educational background has equipped me with strong communication and problem-solving skills that I am eager to apply in a dynamic customer service environment. I have gained experience handling customer inquiries, resolving issues, and providing clear information through my volunteer work and part-time roles. These experiences have instilled in me patience, empathy, and a steadfast commitment to creating positive customer interactions.

I am particularly drawn to [Company Name] because of your reputation for outstanding customer service and dedication to employee development. I am confident that my positive attitude, willingness to learn, and commitment to teamwork will make a valuable contribution to your team.

Thank you for considering my application. I am eager to further discuss how my skills and enthusiasm align with the goals of [Company Name]. Please find my resume attached for your review.

Sincerely,

[Your Name]

Sample Resume

[Your Name]

[Your Address]

[City, State ZIP Code]

Email: [Your Email Address] | Phone: [Your Phone Number]

Objective

Dedicated and enthusiastic recent graduate seeking an entry-level Customer Service Representative position, eager to leverage strong interpersonal and problem-solving skills to deliver excellent customer experiences.

Education

- [Your Degree/ Diploma], [Your School], [Graduation Year]

Skills

- Exceptional communication and active listening
- Problem-solving and conflict resolution
- Empathy and patience
- Ability to learn new systems quickly
- Team collaboration
- Time management

Experience

- **Customer Service Intern** — [Previous Company or Volunteer Organization], [City, State]
[Month/Year] – [Month/Year]
 - Answered customer inquiries via phone and email in a timely and courteous manner.
 - Assisted in resolving customer complaints with empathy and professionalism.
 - Maintained accurate records of customer interactions.
- **Team Member (Part-time)** — [Restaurant/Retail Store/Other], [City, State]
[Month/Year] – [Month/Year]
 - Provided friendly and efficient service to customers in a fast-paced environment.
 - Assisted coworkers and contributed to a positive team atmosphere.

References

Available upon request.