**LETTER TEMPLATE**

**CUSTOMER SERVICE COVER LETTER**

**[Your name]**

**[Your address]**

**(xxx) xxx-xxxx**

**[Your email address]**

**[Hiring Manager’s name or company name]**

**[Company Address]**

Dear **[Hiring Manager or company name],**

I am extremely interested in the **[position title]** at **[company name]**. My previous experience in **[your previous role]** paired with my passion for **[what makes you excited about the job]** make me an ideal candidate for this position. This role also perfectly aligns with my future career goals, where I plan to **[describe your future career goals and why this position is a good fit].**

I have **[x]** years of experience in customer service, including **[specific experience relevant to the job]** at **[company name].** In this role, I **[describe previous responsibilities],** which resulted in **[include data to show the results of your work].** **[Add any other relevant career experiences, using data to support your story whenever possible].**

I look forward to discussing how my past experiences in customer service will be an asset to **[company name]**. I would appreciate the opportunity to further discuss my qualifications and how my background fits your firm’s needs.

Thank you for your time and consideration.

Sincerely,

**[Your name]**