**LETTER TEMPLATE**

**CUSTOMER SERVICE COVER LETTER**

**[Your Name]**

**[Your Address]**

**(xxx) xxx-xxxx**

**[your email address]**

**[Date]**

**[Company address]**

Dear **[hiring manager or company name],**

In today’s world, companies know that strong, personalized customer service is key for business growth. In my **[x]** years of experience in customer service, I’ve always strived to deliver proactive, individualized, and timely support, making customers consistently feel cared for. I understand that propelling a company’s mission through every customer interaction is key to fostering long-term loyalty— and that’s exactly what I’ll do as a **[position you’re applying for].** I aspire to be **[describe your future career goals],** and the experience I will gain as a **[position you’re applying for]** at **[company you’re applying for]** will give me the opportunity to develop those skills and set me up for long-term success in the service industry.

As a **[your previous position]** at **[employer’s name],** I’ve gained extensive experience across several facets of customer service. During my time as a call center agent, I used **[software name]** to pull up customer context to deliver more personalized support without requiring customers to repeat themselves. I’ve also demonstrated strong results through my work, by **[include stats that demonstrate your success].** Among my peers, I’m known as an approachable, personable, patient and driven agent. I always strive to improve my skills, learn on the job, and deliver enjoyable customer experiences. I’m also a natural helper who never shies away from working with my peers to deliver strong results.

I am looking forward to discussing my qualifications with you. Please let me know if I should provide any additional information. I’d like to thank you very much for your time and consideration.

Best regards,

**[Your name]**