**CUSTOMER SERVICE REPRESENTATIVE COVER LETTER**

Dear Human Resources Director,

My name is Scott Tate and I graduated with honors from XYZ City High School this year. I am starting classes soon at the XYZ City branch of State University where I will be working toward a mechanical engineering degree. Although I have a partial scholarship, it is necessary for me to work to help offset tuition and other costs associated with college in order to avoid incurring a large amount of debt.

I am looking for a job and working as a customer service representative at ABC Automotive Parts is a perfect fit for me as it is a 24/7 operation that needs representatives for various shifts. I can even take some of my classes online to help accommodate a work schedule. Cars are my passion, and I hope to find a job working as an engineer at a car manufacturing company or automotive parts corporation like ABC once I earn my engineering degree.

My whole life has been spent learning about cars as my dad owns a classic car restoration shop. My earliest childhood memories are of handing my dad tools and listening as he explained how to fix, replace, clean or restore a car part. I went on to help my dad in the shop throughout high school. This is something that I greatly enjoyed, but now that I am off to college, I need a job that comes with a paycheck.

I would greatly appreciate the opportunity to interview for a customer service representative job at ABC Automotive Parts when one becomes available. Attached to this letter is an application, my resume and a reference letter from my Auto Mechanics class teacher from XYZ City High School. If you have any questions or wish to speak with me, I can be reached on my cell phone at 555-555-5555 or by email at [email] Thank you for your consideration.

Respectfully,

Your Signature
Scott Tate