**LETTER TEMPLATE**

**CUSTOMER SERVICE COVER LETTER**

Ms. Alice Smith

Hiring Manager

ABC Company

123 Main Street

City, ST 11111

Dear Ms. Smith:

I recently learned about the entry-level customer service position available at ABC Company. I am familiar with your company and personally use several of your products. I believe I have many skills that make me an excellent candidate for this position, and I have a background in building strong customer relationships. Please consider my application for your customer service position.

I realize that customers are the most important part of building a business, and keeping customers satisfied can lead to sustaining loyal customers. My experience in the service industry has taught me how to both reach and exceed customer expectations and provide service that they can count on. I am a focused person, and I am always willing to go beyond the minimum expectations to make sure I serve customer needs. I approach new situations with enthusiasm and enjoy the challenge of learning something new in my work.

My background and proven commitment to creating strong customer relationships make me an ideal candidate for this position. I would appreciate the opportunity to discuss this customer service position and my qualifications with you. I invite you to contact me at your earliest convenience to arrange an interview. Thank you for your consideration of my application, and I look forward to hearing from you soon.

Sincerely,

John Jones