

# Customer Service Cover Letter

**[Your name]**

[Your address]

(123) 456-7890

[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]**