

# Customer Service Cover Letter

**[Your Name]**

123 St, [City], [State] – [Zip]  
(123) 456-7890  
[Your email address]  
[Date]  
[Company address]

Dear [hiring manager or company name]

In today's world, companies know that strong, personalized customer service is the 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 the 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 centre 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]**