

Job Application for Customer Service Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my interest in the Customer Service position at [Company Name], as referred to me by [Referrer's Name], who is [Referrer's Position] at [Company Name]. I believe that my skills and experience in customer service make me a strong candidate for this role.

With [number of years] years of experience in customer support, I have developed a strong ability to resolve issues, provide excellent service, and foster positive customer relationships. I am particularly drawn to [Company Name] because of [reason specific to the company].

Enclosed is my resume for your review. I am excited about the opportunity to contribute to your team and would welcome the chance to discuss my application in more detail.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

[Your Name]