

Application for Entry-Level Customer Service Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Entry-Level Customer Service position at [Company's Name] as advertised on [where you found the job posting]. With a strong passion for providing excellent customer service and a dedication to enhancing customer satisfaction, I am excited about the opportunity to contribute to your team.

I am particularly impressed by [mention any specific initiatives or values of the company], and I am eager to be a part of such a team. I am a quick learner and a team player, ready to take on challenges and support my colleagues and customers alike.

I look forward to the opportunity to discuss my application with you. Thank you for considering my application for the Customer Service position. I hope to hear from you soon.

Sincerely,

[Your Name]