

Cover Letter for Customer Service Position

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to apply for the Customer Service position as advertised on [where you found the job listing]. I believe my skills in both English and [second language] make me a perfect fit for this role.

With over [X years] of experience in customer service, I have developed exceptional communication and problem-solving skills which I can utilize to effectively assist customers in both languages.

Ademas, mi experiencia previa me ha ensenado la importancia de la atencion al cliente y la resolucion de problemas. Estoy emocionado/a de poder ofrecer un servicio excepcional a sus clientes.

I look forward to the opportunity to discuss how my bilingual skills and experience can benefit [Company Name]. Thank you for considering my application.

Sincerely,

[Your Name]