

Internship Application for Customer Service Position

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Customer Service Internship position at [Company Name], as advertised on [where you found the job listing]. With my strong communication skills and passion for providing exceptional customer service, I am excited about the opportunity to contribute to your team.

Currently, I am pursuing a [your degree] at [your university], where I have developed a solid foundation in customer service principles. I have honed my skills through [any relevant experience or coursework], which has prepared me to tackle challenges effectively.

I am particularly impressed with [something specific about the company], and I believe my dedication to creating positive customer experiences aligns with your company's values.

Thank you for considering my application. I look forward to the possibility of discussing my application with you. Please find my resume attached for your review.

Sincerely,

[Your Name]