

Internship Application for Customer Support Role

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 Customer Support Internship position at [Company's Name], as advertised [mention where you found the job posting]. With my strong communication skills and a passion for helping customers, I believe I would be a valuable addition to your team.

I am currently [Your Current Status, e.g., a student at XYZ University pursuing a degree in ABC]. Through my coursework and previous experiences, I have developed the skills necessary to effectively assist customers and handle inquiries with care and professionalism.

I am particularly impressed with [mention something specific about the company or its customer support team], and I am eager to contribute to such a dynamic environment.

Thank you for considering my application. I am looking forward to the opportunity to discuss how I can contribute to your esteemed company.

Sincerely,

[Your Name]