Name of the Applicant  
Contact details  
Email address

Date

Dear Hiring Manager,

I am thrilled to apply for the position of customer service representative position at (name of the company). I have always admired the vision of your company. You are the real people making the real difference in the world and to be able to work as your team member would be a great honor for me. I consider myself fortunate enough to have (no of years) experience in the field of costumer service representative.

I have developed some impeccable skills during my job at (name of the company) for (no of years). Together these skills combined with my experience makes me the best suited candidate for the position of customer service representative at (name of the company). I would love to use my abilities and expertise in spreading your vision. There are very few companies who think more about the customer satisfaction rather than just profit and money making. If I am given a chance of being a part of your team it would be nothing less than a dream come true for me.

Speaking of experience, I started my job as an intern at (name of the company) on (date / year). I left the job as I was moving to another city on (date / year). (name of the company) was also among the few companies that emphasize on customer satisfaction more than making profit. I had a great time working in (name of the company). During my tenure at (name of the company) my responsibilities as a customer service representative included assisting costumers, fixing issues and providing the best service despite of the color or race of the costumer. I am a very diligent and hard-working person. I love my work and therefore,

I always try to put an extra effort. I want to see my customers satisfied with my service hence, I patiently listen to their issues and try to resolve them in the best way possible. Due to this habit of mine I was always praised by my customers and had a positive feedback every single time. My manager was very happy with my progress and therefore shortly after I joined the company, I was given a permanent status and a raise in salary.

I always strive to be a vital component of my team. I learn quickly and try to complete my tasks before deadlines. This not only saves me of the extra stress and a higher chance of making mistakes but also it gives me an ample amount of time to go through my work once again and look for any mistakes. Due to this double check during my whole career of (no of years) at (name of the company) I never got a complain regarding my work. I would love to share more of my experiences while meeting you and your employees. I would be pleased to know more about your company and the responsibilities that a person at the position of customer service representative has in your company.

Yours Sincerely,

Name of the applicant