

[Your Full Name]  
[Your Phone Number]  
[Your Email Address]  
[Your City, State]

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the [Job Title] position at [Company Name], as advertised on [Where you saw the ad]. As a motivated individual looking to launch my career in the customer service industry, I am eager to bring my communication skills and dedication to your support team.

Although this would be my first professional role in a call center, I have developed strong interpersonal and problem-solving skills through [mention school projects, volunteer work, or extracurricular activities]. I am highly comfortable using various computer systems and have a typing speed of [WPM] words per minute. I pride myself on my ability to remain calm under pressure and my commitment to providing a positive experience for every individual I interact with.

I am particularly drawn to [Company Name] because of your reputation for [mention a specific company value or product]. I am a quick learner, coachable, and ready to complete any necessary training to meet your high standards of service. I am also fully available to work [mention shifts, e.g., evenings, weekends, or full-time].

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my energy and work ethic can contribute to the success of your team.

Sincerely,

[Your Name]