

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

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 student at [High School Name] with a strong desire to provide excellent service, I am eager to contribute to your team and help maintain the high standards of customer care for which your company is known.

Although I am currently a student, I have developed strong communication and interpersonal skills through [mention a school activity, volunteer work, or club]. These experiences have taught me the importance of patience, active listening, and problem-solving-traits that are essential for a successful customer service representative. I am a quick learner, highly organized, and I pride myself on maintaining a positive attitude even in fast-paced environments.

I am particularly drawn to [Company Name] because of [mention something specific you like about the company, e.g., its reputation for quality or community involvement]. I am confident that my work ethic and dedication would make me a valuable asset to your staff.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my skills align with the needs of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]