

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]  
[City, State, Zip Code]

[Date]

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

**Re: [Job Title] Application**

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. As a fluent speaker of both [Language 1] and [Language 2] with [Number] years of experience in customer-facing roles, I am confident in my ability to provide exceptional support to your diverse clientele.

In my previous role at [Previous Company], I successfully managed high-volume inquiries while maintaining a [Percentage]% satisfaction rating. My bilingual proficiency allowed me to:

- Accurately translate complex technical terms and company policies for non-English speaking customers.
- Reduce average handling time by [Number]% for [Language] speaking accounts.
- Bridge communication gaps to resolve sensitive escalations efficiently.

I am impressed by [Company Name]'s commitment to [mention a company value or recent achievement]. I am eager to bring my multicultural communication skills and problem-solving expertise to your team to help strengthen customer loyalty across all demographics.

Thank you for your time and consideration. I look forward to the possibility of discussing how my linguistic skills and customer service background can contribute to the continued success of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]  
[Your Typed Name]