

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

[Date]

[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager Name or "Hiring Team"],

I am writing to express my interest in the **Call Center Customer Service Representative** position at [Company Name], as advertised on [Where you saw the job post]. With a background in [Number] years of customer support and a proven track record of maintaining high satisfaction ratings, I am confident in my ability to contribute to your team's success.

In my previous role at [Previous Company], I handled an average of [Number] calls per day while maintaining a [Percentage]% first-call resolution rate. I am proficient in using [Mention CRM software, e.g., Salesforce, Zendesk] and have extensive experience in de-escalating difficult situations, troubleshooting technical issues, and processing high volumes of data accurately.

What draws me to [Company Name] is your reputation for [Mention a specific company value or product]. I am eager to bring my communication skills and my commitment to providing efficient, empathetic service to your customer base.

I have attached my resume for your review and would welcome the opportunity to discuss how my experience aligns with the needs of your service department. Thank you for your time and consideration.

Sincerely,

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