

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Current Date]

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the **Entry Level Customer Service Representative** position at [Company Name], as advertised on [Platform where you found the job]. As a motivated individual with a strong commitment to providing exceptional service and resolving inquiries efficiently, I am eager to contribute to your team's reputation for excellence.

Although I am at the start of my professional career, I have developed strong interpersonal and communication skills through [mention relevant experience: e.g., volunteer work, internships, academic projects, or retail experience]. I am adept at active listening and possess the patience necessary to assist customers with diverse needs. My background has taught me the importance of maintaining a positive attitude under pressure and the value of detailed product knowledge.

I am particularly drawn to [Company Name] because of your commitment to [mention a company value or specific service standard]. I am confident that my ability to learn quickly, combined with my proficiency in [mention any software, e.g., Microsoft Office, CRM tools, or social media], will allow me to become a productive member of your customer support department immediately.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills and dedication can support [Company Name]'s customer service goals.

Sincerely,

[Your Signature - if sending by mail]
[Your Typed Name]