

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Technical Support Customer Service Representative position at [Company Name], as advertised on [Platform/Source]. With a background in [Number] years of technical troubleshooting and a commitment to delivering exceptional client experiences, I am confident in my ability to contribute to your support team.

During my tenure at [Previous Company], I specialized in resolving complex issues related to [mention specific technology/software/hardware]. I successfully maintained an average customer satisfaction rating of [Percentage]% while managing a high volume of [tickets/calls/chats] daily. I am proficient in utilizing CRM tools such as [Name tools, e.g., Zendesk, Salesforce] and possess deep technical knowledge in [List 2-3 key skills, e.g., Network Diagnostics, SaaS, Hardware Repair].

Beyond my technical capabilities, I pride myself on my ability to translate technical jargon into easy-to-understand instructions for non-technical users. I am passionate about [Company Name]'s mission to [mention a company goal or product], and I am eager to apply my problem-solving skills to help your users achieve success.

Thank you for your time and consideration. I look forward to the possibility of discussing how my technical expertise and dedication to customer service can benefit the [Company Name] team.

Sincerely,

[Your Signature]  
[Your Printed Name]