

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

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address/Remote]

Dear [Hiring Manager Name],

I am writing to express my interest in the Remote Customer Success Specialist position at [Company Name]. As an experienced professional with a strong background in [mention 1-2 core skills, e.g., proactive account management or technical troubleshooting], I am confident in my ability to drive retention and ensure long-term satisfaction for your diverse client base.

In my previous role at [Previous Company], I successfully managed a portfolio of [Number] accounts, achieving a [Percentage]% retention rate. I am highly proficient in utilizing remote collaboration tools such as [mention tools, e.g., Slack, Zoom, Salesforce, or Zendesk] to maintain seamless communication and provide exceptional support across different time zones. I pride myself on my ability to translate complex product features into tangible value for customers.

I am particularly drawn to [Company Name] because of your commitment to [mention a specific company value or product]. I am eager to bring my problem-solving mindset and dedication to customer advocacy to your remote-first team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the goals of [Company Name].

Sincerely,

[Your Name]