

Your Name

Date of the Letter

Your Address

Your phone number

Your email address

Employer's Name

Employer's Address

Employer's phone number

Employer's email address (if known)

Dear Employer,

I am reaching out to you because I am interested in applying to **(open position)**. I think you will find that my skills and qualifications closely match what you are looking for in a **(job title here)**.

I am hard working, punctual, dedicated, and detail oriented. I also have 5+ years as a manager and take leadership and team development seriously. I am very customer service oriented and aim to satisfy the needs at hand. In my previous job as a Customer Service Representative, I triaged 100+ inbound phone calls daily, communicating with customers in a professional and empathetic manner. In addition, I utilized my knowledge of company services, policies, and procedures to assist callers.

I have attached my resume for your review, but please let me know if there is anything additional you need from me for consideration for this role. I look forward to hearing from you soon.

Sincerely,

Your Name