**CUSTOMER SERVICE COVER LETTER**

January 1, 20XX

Jacob Willoughby

Hiring Manager

QRS Employment Group

(414) 987-6543

j.willoughby@qrsgroup.net

Dear Mr. Willoughby,

I am excited to see your opening for a Customer Service Representative position because I have the skills and drive that your team needs. As a goal-oriented recent high school graduate, I have a team-player attitude and thirst for learning what you and your customers will appreciate.

Your job ad mentions that your ideal candidate is customer-focused and has high energy and solid computer skills. My high school and volunteer experiences have prepared me to meet your criteria, as these achievements indicate:

* I excelled in multiple computer and software classes
* I was a cheerleader for three years
* I served as a youth mentor at the Boys & Girls Club
* I worked as a junior referee for the Whitefish Bay Tweens Volleyball League

I’d love to discuss the Customer Service position with you in detail. I look forward to sharing how I can help you raise the bar of customer excellence even higher. Please contact me at your earliest convenience to set up an interview.

Best regards,

Stefany Miles