Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Name  
Job Title  
Company  
Street  
City, State Zip

Dear (remember, make this specific!):

I recently had the opportunity to interact with a few members of your customer support team while doing some research for a project. My time with them was brief, but memorable. Your team was friendly while remaining professional. I was impressed with their willingness to help and their quick responses to my questions. It is clear customer satisfaction is an integral part of your company’s core values. It is for this reason that I am writing to you as I feel my own personal values and special talents might benefit your customer service department.

I believe very strongly in personal accountability and integrity and have always made sure to represent both my employer and myself in a professional and ethical manner. I strive to ensure that I am always paying close attention to detail and ensuring that my work is nothing short of my best at all times. If I were to be hired by your company, I would be dedicated to delivering the same kind of [high quality customer service](https://theinterviewguys.com/how-to-answer-customer-service-interview-questions/) I myself experienced. I am a hard-working, driven individual and am both a motivated self-starter as well as an enthusiastic team player.

In the hopes of scheduling an interview with you or answering any questions you might have about me, this letter or my resume, I will call you October 3rd. Please do not hesitate to contact me with any questions at any time at (555) 555-5555 or e-mail, Iamawesome@hireme.com.

Thank you for your time in considering my qualifications.

Regards,

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_