Date

Name

Address,

Dear Ms. Julie,

I am writing this letter to apply for the ‘Customer Service Manager’ job, which was posted on your website on 5th January 2020.

I have served as a customer service representative and customer service manager at ABC Limited for a period of 2 years and 1 year respectively. I always believed that I have the skills and patience to cope with disgruntled customers, which is why I chose this career. My skills further developed during my job in this field. While working at ABC Limited, I developed and implemented three new strategies of dealing with customers, which decreased the complaint rate by 30% in six months.

In addition, I believe my communication, organizational and team-working skills have improved to a great extent. With my customer service skills, I am certain that I will bring a positive contribution to your company, and your customer satisfaction rate, along with the number of your loyal customers, would increase.

I am attaching the required documents along with this cover letter. Kindly, contact me at [X], if you need any more information.

Looking forward to a positive response.

Regards,

William John.