DATE

To

[Recipient Name]  
[Company Name]  
[Address]

Re. Job Application for Call Center Agent

Dear Sir/Ma’am,

I am writing to you with the reference to ad. No. 323 by your company on 20th April 20XX for the vacancy of the call center representative in Herald Newspaper. I present myself as an eligible candidate for the job.

I have done a master’s in media studies from the University of Lockhart, London. After doing my masters I moved to Brooklyn, US where I started working as a call center agent for Rosena Imports in Brooklyn, New York. I worked there for two years where I got myself polished, outmatched, and at excel.

I can speak three languages including English, French, and Spanish among which English is my native language and Spanish and French as conversational.  According to the given ad, being fluent in French is a priority for which I present myself.

My enclosed experience letter shows my fluent and efficient language skills and phone calls etiquette. Along with these skills, I also possess a sound knowledge of intonation patterns of voice while making phone calls. I have got my three months diploma in communication skills as well in which I got a distinction. Further, I am an online worker for three years, so I feel delectation and relish while working from home.

Sir/Ma’am, I see myself as completely meeting the eligibility criteria in the given ad. I hope I can invest my proactivity in this job in a better way if I find an opportunity. I have enclosed copies of my academic career and experience letter from the previous workplace.

For further, I can be caught at [Email].

Thank you.

Sincerely

Signature