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January 21, 20xx

Hiring Manager  
ABC Company  
35 West Green Street  
Schaumburg, IL 60035

Dear Hiring Manager,

I am very interested in the **Customer Service Representative** position that is posted on your company's website. My experience and strong customer service skill set will allow me to contribute to ABC Company.

I have attached my resume for your consideration and would like to highlight some of the qualifications that I believe make me an excellent candidate for this position. These include:

- Outstanding customer service background and a passion for providing a positive customer experience
- Excellent computer, data entry and phone skills
- Strong organizational and time management focus
- Bilingual in English and Spanish

I am aware of the excellent product and service that ABC Company provides its customers and I feel that I would be an excellent addition to your team. I look forward to an opportunity to discuss this position with you. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

Sample Student