[Today’s Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am writing to extend my job interest in the position of Customer Service Call Center Representative at your firm. I saw the job posting on a job portal. I am delighted that my expertise and experience match the job summary.

It would be a great honour for me to be a member of your call centre team since your company is the best place for employee advancement. I believe that my amiable customer service skills and prior experience would help your company boost customer satisfaction.

I have one year of experience as a Call Center Representative at ABC Company that has nurtured amiable communication skills, innovative upselling pitch, and phone etiquette.

I tend to perform the following duties in my current role:

* Provide excellent customer service by efficiently addressing maximum incoming calls.
* Understand the customer's concern and provide an immediate solution.
* Relay the complex customer issues to L2 for better resolution.
* Record customer communication in the database.
* Achieve sales target by upselling services/products to the existing customers.
* Comply with company standards while addressing customer calls.

I have also enclosed my resume for your consideration. I hope to hear back from you and have a further discussion on my potential and field-expertise that could help the organization meet success goals.

Sincerely,

[Your Name]

 **Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Customer Service Call Center Representative**