**Jenny Austin  
Bilingual Customer Service Representative**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@example.comhorizontal line

4th September 20XX

[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the position of Bilingual Customer Service Representative at [Company Name].

My extensive customer service experience, coupled with my fluency in both English and [Language], make me an ideal candidate for this role.

I have five years of experience in customer service, particularly in helping customers with general inquiries, problem resolution, and product/service promotion. In my current role, I serve as the main point of contact for customer inquiries, offering support in both English and [Language]. I am also deeply familiar with the applicable software and all related technical customer service tasks.

I am committed to providing top- notch customer service, and I am confident that I can handle any situation with the utmost professionalism and efficiency. My ability to speak two languages fluently helps me to better understand and fulfill the needs of a diverse customer base.

In addition, I have strong interpersonal skills and I have experience in training and mentoring my colleagues in customer service. My experience has allowed me to develop a deep understanding of customer service best practices, as well as a knack for quickly resolving customer issues.

I would love the opportunity to discuss my qualifications and experience with you in more detail. Please feel free to contact me at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

**Your Name**horizontal line