**Jenny Austin  
Call Center Specialist**

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

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4th September 20XX

[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to express my interest in the Call Center Specialist position at [Company Name]. I am an experienced customer service professional with a strong background in call center operations and customer relationship management.

My current role involves managing a large portfolio of customer accounts, delivering exceptional customer service, and resolving customer issues. I also have experience managing call center teams, developing and implementing customer service protocols, and performing general administrative duties.

I have an excellent record of success in the field of customer service and call center operations, and I am confident that I can make an immediate and positive impact in the role of a Call Center Specialist at [Company Name]. I am skilled in conflict resolution and have superior communication skills, which are essential for fostering successful customer relationships. I also have experience in problem solving and data entry.

I am a highly motivated individual with a deep commitment to customer service excellence. I understand the importance of providing customers with a high level of service, and I am confident that I can contribute in this capacity at [Company Name].

Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

**Your Name**

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