**Jenny Austin  
Call 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 Call Representative position at [Company Name].

For the past five years, I have been working as a Customer Service Representative for [Previous Company]. During this time, I have had the opportunity to develop my customer service and communication skills while helping customers with their orders. My responsibilities have included taking incoming calls, resolving customer complaints, and providing quality service.

I am confident that my experience handling customer service calls, along with my strong customer service skills, would make me an asset to your company. I have a natural ability to connect with customers to provide an individualized experience that is both efficient and friendly. I have a track record of providing excellent customer service to ensure that customer inquiries are handled in a timely manner.

I am detail- oriented, organized, and I enjoy a fast- paced environment that is constantly changing. I am able to think on my feet and adapt quickly to any situation. I understand the importance of having a customer- oriented approach and I am confident that I can provide a level of service that will exceed your expectations.

I am excited about the possibility of joining your team and I look forward to discussing this opportunity further. Please feel free to contact me at [email address] or [phone number] if you have any questions.

Thank you for considering my application.

Sincerely,

**Your Name**

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