

Sample Cover Letter

March 20, 20XX

Ms. Neneh Bojang
Managing Director
Jobs Consulting
Fajara

Dear Ms. Bojang,

I am responding to your job posting on [websitename.com](#) for the Call Center Specialist position at your Fajara headquarters. I have extensive experience as a call center agent. As a team lead, I have thrived on educating and mentoring other agents, which fits perfectly with your strong training culture and customer service focus.

In my current position, I am a call center agent for a large telecom company where I have progressed from a data entry operator, to an entry-level call center agent, to my existing role as a team lead in the call center. My strong communication skills, both verbal and written, and excellent computer and phone skills contributed to my advancement. I repeatedly ranked in the top 10 of our monthly Customer Service Agent Excellence Survey. I have excelled in the call center environment and believe that my experience and skills in this environment will be extremely valuable to XYZ company.

I would appreciate an opportunity to discuss how my background and experience could benefit your organization. I will contact you on the 27th to follow up on my application. You can reach me via email at myname@email.com, or by phone at 744484.

Thank you for your time and consideration.

Sincerely,

(signature)

Jobs Samples