

Steffany Miles

Customer Service Representative | sbmiles@email.com | (414) 000-1234 | Whitefish Bay, WI 53211

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Jacob Willoughby
Hiring Manager
QRS Employment Group
(414) 987-6543
j.willoughby@qrsgroup.net

Dear Mr. Willoughby,

I am excited to see your opening for a Customer Service Representative position because I have the skills and drive that your team needs. As a goal-oriented recent high school graduate, I have a team-player attitude and thirst for learning what you and your customers will appreciate.

Your job ad mentions that your ideal candidate is customer-focused and has high energy and solid computer skills. My high school and volunteer experiences have prepared me to meet your criteria, as these achievements indicate:

- I excelled in multiple computer and software classes
- I was a cheerleader for three years
- I served as a youth mentor at the Boys & Girls Club
- I worked as a junior referee for the Whitefish Bay Tweens Volleyball League

I'd love to discuss the Customer Service position with you in detail. I look forward to sharing how I can help you raise the bar of customer excellence even higher. Please contact me at your earliest convenience to set up an interview.

Best regards,

Steffany Miles

P.S. I look forward to telling you about my creative and effective methods to reduce bullying at the Boys & Girls Club.