

# Matilda Example

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**September 3, 2025**

Hiring Manager  
XYZ Supply Company

**RE: Customer Service**

Dear Sir or Madam:

It is with great enthusiasm that I write to you regarding your current job posting for Customer Service. I reviewed the required and essential qualifications and was pleased to see that I am the ideal candidate based on your needs. My combination of customer service experience and education would allow me to easily assume this role.

I enjoyed my position with ABC Foods in large part due to my ability to assist customers. My supervisor and co-workers noted that my dedication to keeping a customer for life, exceeding expectations and mastery of conflict resolution skills were exemplary and I look forward to using them at XYZ Supply Company. A part of the reason I excel in this area is due to my experience performing various tasks for neighbors and family friends. In these roles I always sought to provide more than what was expected of me so that I could be counted on again in the future.

Currently, I am a junior at Madison Heights High School. In addition to my studies I also enjoy basketball, choir and robotics. Within these activities, as well as other school functions, I am frequently called on to represent my team or group in a professional setting. I enjoy these opportunities because they allow me to use my dedication to professionalism, positivity and enthusiasm... all key elements of great customer service!

I genuinely enjoy meeting and communicating with people in order to gain a better understanding of their opinions, concerns and ideas on how I can improve their experience. I look forward to meeting with you to further discuss my qualifications for this exciting opportunity.

**Sincerely,**

**Matilda Example**