April 16, 2023  
  
The Human Resource Manager  
Sykes  
Panagdait, Cebu City  
Cebu City Philippines  
  
Dear Ms/Mr  
  
I'm applying for the open customer service representative position at your business.I recently graduated from senior high school and am eager to start my career in customer service. I think I would fit right in with your team.  
  
Despite the fact that I lack past customer service experience, I am confident in my ability to interact with clients in a positive way and deliver exceptional service. I am a quick learner and am prepared to go through the necessary training to make sure I can carry out my responsibilities as effectively as possible. Additionally, I am older than 18, which satisfies the age requirement in your job description.

I am thrilled about the possibility of working for your business and am confident that I would be an asset to your team. I appreciate you taking a look at my application.