

[Your name]

[City] · [Phone] · [Email] · [LinkedIn or website URL]

[Date]

[Hiring manager's name]

[Job title]

[Company name]

[Address, if sending a formal letter]

Dear [Hiring manager's name],

I am writing to apply for the [Role] position at [Company name], advertised on your careers page. With six years of experience in customer operations, four of them in Dubai, I believe I can contribute to your team from the first month.

In my current role, I lead a team of eight advisers handling enquiries from clients across the GCC. Last year I redesigned our escalation process, which reduced average resolution time by a third and lifted our customer satisfaction scores for three consecutive quarters. I also trained new joiners from five different nationalities, which taught me to adapt my communication to very different working styles.

What attracts me to [Company name] is your growth across the region and your focus on service quality. I have worked closely with finance and logistics colleagues to solve complex client issues, and I am comfortable reporting results to senior management in clear, concise terms.

I hold a UAE residence visa and a valid UAE driving licence, and I can join after a one-month notice period. I speak English and Arabic fluently and have working knowledge of Hindi.

Thank you for considering my application. I would welcome the opportunity to discuss how my experience fits the [Role] position. I can be reached by phone or email at your convenience.

Yours sincerely,

[Your name]