

[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],

Please consider my application for the [Role] opening at [Company name]. I have five years of experience in customer operations, most recently leading a team of twelve support executives, and I believe my background fits the requirements you have described.

In my current role, I introduced a ticket-tagging system that reduced average resolution time by 25% within two quarters. I also trained new joiners on our CRM and quality checklists, which helped our team keep customer satisfaction scores above target for four consecutive quarters. I work comfortably with product and finance teams, and I am used to preparing weekly performance reports for senior management.

What draws me to [Company name] is your focus on expanding service to smaller cities, where clear communication and quick resolution make a real difference. I would welcome the chance to bring the same process discipline to your support function.

I am currently based in Hyderabad and am open to relocating. My notice period is 60 days, and it is negotiable. My resume is attached, and I am happy to speak on a call whenever convenient for you.

Thank you for your time and consideration.

Regards,

[Your name]