

Customer Care Internship Cover Letter

Your Name
Address
City, State Zip Code
Phone Number
Cell Phone Number
Email

Date

Name
Title
Company
Address
City, State Zip Code

Dear Mr. /Ms. LastName:

I am applying for the customer service vacancy that was advertised on your website. I am a 300 Level student at the University of Lagos, pursuing a bachelors' degree in Mass Communication and I am passionate about customer service. I was excited when I heard about ABC customer service internship program, and I feel that I would be a good fit for this position.

As the public relations officer for the Students' Union Board at the University of Lagos, I am in charged with the responsibility of relating information from the board to the students. Serving as a public relations officer, I learned how to relate and communicate with diverse people.

During my last summer, I took up a 3 months call-center internship position. During the internship, I learned the ethics of services, telephone etiquette, and I improved my written communication skills. From my education and experience, I have been able to build these skills:

- Excellent communication skills
- Good listening skills
- Improve my writing skills
- People management skills
- Interpersonal skills
- MS Office

My education and experience in communication and customer service practices has prepared me for this internship.

Considering the successes that ABC Company has achieved over time, I am certain that this company will be a good environment for me to grow my career. I look forward to a scheduled time where we can discuss my qualification as regards the internship.

Thank you for your consideration.

Signature

(Name)