

COVER LETTER EXAMPLE

Jane Doe

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(Consider using the same letterhead you created for your resume)

October 4, 2025

John Lee
Recruiter
Toys R'US
55 Blueris Way
Toronto, TN4 TN6,
Canada

Dear Mr. Lee: *(or Dear Hiring Manager)*

Re: Technical Support Specialist (43534)

I am thrilled to apply for the position of Technical Support Specialist with ToysR'Us. I recently completed my Technical Support Specialist Diploma with CDI College in June 2022. My natural problem-solving, analytical ability and creativity makes me an excellent fit for this position. Your mandate to provide each customer with the best quality service and support aligns perfectly with my commitment to strong relationships by ensuring quality service to all clients at all times.

During my previous employment at Cloud Clearwater, I specialized in helping customers resolve a wide variety of technical issues. Over the course of my three-year employment, I received high ratings from clients, and I helped increase customer satisfaction from 82% to 96%. I was praised for being highly versatile, and I was one of a select group of technicians who were available to assist customers in online chats, in-person and over the telephone. I also am committed to ongoing professional development and attend yearly sessions on the latest updates in this field.

Thank you for taking the time to consider my application. Customer service is my top priority, and it is my goal to be sure that each client is satisfied with their experience. If you wish to learn more about my experience and skillset, please feel free to contact me at janedoe@outlook.com or 289-456-8867. I am looking forward to meeting with you and discussing how I can be an asset to your organization.

Sincerely,

Your Signature

Jane Doe

You might want to scan your signature and insert it for emailed applications.