

Account Associate Cover Letter

37073 Ivory Summit East Mervin, NJ 26815

Dear Morgan Schultz,

I would like to submit my application for the account associate opening. Please accept this letter and the attached resume.

Previously, I was responsible for assistance to commercial account managers in the billing and processing of all new and renewal commercial business.

Please consider my qualifications and experience:

- Current Driver License in state of operations
- Knowledge of Exchange, Active Directory, Password Management software
- Excellent follow-up, maintains a sense of urgency about work
- Solid communication and attention to detail
- Possess strong interpersonal and communication skills to work with a broad-range of internal and external customers
- Requires intermediate to advanced skills in Microsoft Word and Excel
- Work Experience at a University or large Corporation
- Experience in producing various statistical reports to include extensive analysis and interpretation of Banner transactions

Thank you for your time and consideration.

Sincerely,

Brooklyn Olson