

Account Coordinator Cover Letter

61691 Bruen PassShawanaland, CT 15536

Dear Haven Pacocha,

I submit this application to express my sincere interest in the account coordinator position.

In my previous role, I was responsible for service to a wide variety of people in person and by telephone, utilizing effective oral and written communication skills.

Please consider my qualifications and experience:

- Basic knowledge of direct mail, printing, postal processes and solutions
- Basic knowledge of digital (email, web, social) solutions
- Keen attention to detail with strong organizational skills
- Excellent command of verbal and written communications
- Works well with and demonstrates respect for colleagues at all levels and consistently contribute to a positive work environment (open, friendly, and supportive attitude)
- Knowledge of CRM software and SAP
- Experience working within Salesforce preferred
- Experience in a Commercial insurance environment / London Market

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Story Schimmel