

Account Coordinator Cover Letter

25905 Hayes LightDurganfort, DE 19671

Dear Shiloh Beier,

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

Previously, I was responsible for prompt resolution on issues · Proactive, solutions oriented and focused on business objectives · Focused on quality and delivery of results · Ability to develop efficient and effective communication strategies for engaging internal and external stakeholders · High attention to detail and administration · Proficient in MS Office – special emphasis on Excel, PowerPoint and Word (required to create effective reports) · Excellent presentation and negotiation skills · Strong relationship building skills, ability to develop strong cross functional working relationships · High level of professional business acumen.

Please consider my experience and qualifications for this position:

- Accounts receivable or billing experience is preferred
- High attention to detail, timeliness and accuracy
- Self-started and team player
- Handles digital fulfillment responsibilities
- Assists with account reconciliation needs
- Maintains customer records including contact information, insertion orders, billing, history, etc
- Assists with planning and coordination of special projects
- Experience in international trade/shipping is advantageous

Thank you for your time and consideration.

Sincerely,

Emery Kovacek