

Account Coordinator Cover Letter

9808 Vanita View North Erik, MI 15947-9647

Dear Reese Kreiger,

In response to your job posting for account coordinator, I am including this letter and my resume for your review.

Previously, I was responsible for the necessary phone etiquette when answering phones and is proficient in written language, grammar and punctuation.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Utilizes on-time delivery to drive toward company objectives
- Effectively communicates forecast to Planning to achieve production results
- Order entry guidelines
- Highly proficient in the use of MS Office products, Internet browsers and PowerPoint
- Outgoing, self-motivated and assertive
- Proactive, diplomatic and diligent when following up
- Work with the client to understand their needs in order to create a project plan containing objectives, timeline, priorities, and risks
- Works directly with the client to build a sense of trust and credibility from the start of a project to successfully guide the customer through the initial fulfillment and ongoing services experiences

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Greer Johnson