

# Account Rep Cover Letter

602 Berge FieldPriceside, MS 80562-9528

**Dear Avery Moen,**

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

In my previous role, I was responsible for strategic direction to enrolment co-ordinators and enrolment team as new processes, products, capabilities, systems or platforms are developed.

Please consider my experience and qualifications for this position:

- Friendly demeanor, easy to approach, enthusiastic, energetic, and goal oriented
- Quick learner, self-motivated
- Initiate prospecting and lead generation activities within organizations
- Demonstrates a commitment to integrity and quality in business
- Provide order, invoice and invoice credit status as requested by customers and co-workers for order acknowledgement
- Check pricing and contact the customer to re-submit corrected pricing and configuration
- Process freight bills for payment and invoicing
- Process vendor invoices for payment and invoicing

**I really appreciate you taking the time to review my application for the position of account rep.**

Sincerely,

Corey Schneider