

Account Services Representative Cover Letter

49943 Alissa SquareBergstromton, MI 50938

Dear Hayden Cole,

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

Previously, I was responsible for proactive day-to-day client service by anticipating client needs and responding to client questions and issues in a timely manner.

My experience is an excellent fit for the list of requirements in this job:

- Knowledge of transportation or logistics background is preferred
- Customer handling and exposure to cross cultural internal / external teams will be an added advantage
- Advanced ORACLE knowledge
- Good language skills in both English and Arabic
- Results driven / Service minded / Organized and systematic
- Local language and good level of English
- Direct experience in covering hedge funds and mutual funds
- Deep understanding of securities operations (both US and international)

Thank you for considering me to become a member of your team.

Sincerely,

Greer Hauck