

Account Services Cover Letter

51717 King PinesNew Cucport, AR 45758

Dear Skyler Balistreri,

Please consider me for the account services opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for oversight around assessing operational readiness of the business unit's ability to take on new clients, processes, or perform system migrations.

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:

- Strong Analytical and negotiation skill
- Should be able to co-ordinate and handle multiple tasks simultaneously
- Able to operate PC
- Displays professional attitude
- Customer service experience/contact center experience is preferred
- Representative, Member Development Specialist, or Member Service Associate
- Brand Connect, Adobe Acrobat, Microsoft Word, Excel, PowerPoint
- Macintosh/PC systems, Macintosh preferred

Thank you for your time and consideration.

Sincerely,

Emery Towne