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# Example of Operational Support Cover Letter

3242 Pfannerstill Fields  
North Mauricio, AR 83816-1764

**Dear Rowan Toy,**

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

Previously, I was responsible for support assistance for any and all activities associated with the funding of a new loan with some of the following actions: may order documents as required based on loan approval; assembles and reviews a variety of documents to assure completeness of loan packages and accuracy of documents based on type of loan, may order credit reports.

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 knowledge in International Markets
* Experience of working with telephone, switchboards, communication and computer systems
* Flexibility in covering shift patterns, annual leave and sickness
* Experience of working in the public and private sector
* Knowledge of Calling Handling System, ECHO and Mayrise and CCTV
* Experience of working with telephone, switchboards, communication & computer systems
* Visual and audio capabilities or course experience
* Proficiency with Microsoft or Google spreadsheets and word processing applications

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

Sincerely,

River Predovic