

# Account Handler Cover Letter

387 Woodrow Drive Emdardville, MS 30998

**Dear Charlie McGlynn,**

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

In the previous role, I was responsible for pertinent market intelligence on customers, competitors and significant factors affecting markets to influence short and long term business objectives.

Please consider my experience and qualifications for this position:

- CII qualified highly desirable
- Happy to multi-task and support several different queries with a timely and professional manner
- Ideally CII certified but not mandatory for the role
- Act as the principle point of contact with customers for all queries relating to sales orders
- Register and process into the business system (MTMS) all sales orders to the point of transfer of data to MRP
- Ensure that all data entered into the business system (MTMS) accurately reflects the requirements of the sales order
- Accept and review the Order Confirmation, ensuring the accuracy of all data contained within it
- Provide all aspects of information concerning order progress in response to customer enquiries

**Thank you for taking your time to review my application.**

Sincerely,

Dylan Will