

# Account Representative Cover Letter

4642 Cronin ParksPort Nicoleberg, MN 71433

**Dear Gray Simonis,**

I am excited to be applying for the position of account representative. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for status updates on meters or supply request via phone, email or from call back request list.

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

- Provide feedback to commercial and management teams
- Act as a customer advocate – present data and make recommendations as to course of action to business leaders and act within defined decision-making authority to drive Ease Of Doing Business with SMP
- Employ analytical skills to evaluate and/or aggregate customer forecasts to plan supply chain needs
- Turn Quotes into Orders (Capture Business) – substantial focus on capturing business with our customers
- Weekly activity within quote tracking databases (Dynamics, Salesforce)
- Serve as the liaison, the glue and the driver of issue resolution between the customer, plant, quality, supply chain and finance to pull together all necessary resources to support the customer need, including resolving any issue
- Provide support and anchor with Inside Sales Manager, Sales Managers, Sales Directors and Marketing Managers to negotiate competitive pricing, quality, delivery and lead-time with customers
- Competency with .Excel

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Shae Kerluke