

# Account Representative Cover Letter

331 Cruickshank Station Herschelbury, WI 19224-0666

**Dear Alexis Gibson,**

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

In the previous role, I was responsible for holistic customer analysis for sales and operations management (scorecard, compliance, sales initiatives, supply chain costs, etc.).

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:

- Tool Run
- Bit Hydraulics
- Bit Economics
- Obvious hazards immediately or reports them to Management
- Working hours are as is necessary
- Process customer requests regarding their account
- Process key account service information
- Enter work orders, purchase orders and invoices into CRM software

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

Sincerely,

Casey Gerlach