

Account Support Specialist Cover Letter

447 Miguel FordsSharronland, AK 15443

Dear Sam Glover,

I would like to submit my application for the account support specialist opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for 2nd level technical support to customers and internal staff for all Remote Service technology products and services offered by CIGNA and our business partners.

Please consider my qualifications and experience:

- Team Player – Solicits support and cooperation from team, encourages new ideas, responds favorable to team environment
- Management of Resources – Well organized and uses time wisely
- Situational – Understands company and departmental policies and practices
- Communication – Interacts effectively with all departments within the organization
- Good understanding or risk management and compliance
- Solid product and workflow expertise, knowledge of GRC job roles
- Independent worker, adaptable
- Strong customers focus and service skills

Thank you for your time and consideration.

Sincerely,

River Daniel