

# Account Support Specialist Cover Letter

93145 Langosh ThroughwaySouth Kristina, IA 27351

**Dear Landry Kuhic,**

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

In my previous role, I was responsible for presentations to educate and train client staff on Cigna benefits, services and tools.

Please consider my experience and qualifications for this position:

- Develops and communicates policies and procedures
- Familiarity with commonly used software, MS Office, Internet browsers
- Business proficient fluency in both written and verbal English and Brazilian Portuguese languages
- Second foreign language is an advantage
- Experience and literacy in - MS Word, Excel, PowerPoint, Outlook, MS Project
- ITIL process knowledge is an advantage
- Project management fundamentals is an advantage
- Good knowledge with GSD processes is an advantage

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

Sincerely,

Haven Trantow