

# Account Support Cover Letter

5350 Carol StreamEast Rufus, ND 91441

**Dear Quinn Ryan,**

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

In the previous role, I was responsible for advanced support for multiple enterprise applications including e-mail, calendar scheduling, word processing, spreadsheets, presentations, Internet browsers, as well as department-specific applications.

Please consider my experience and qualifications for this position:

- Conducts him/her-self with professionalism, integrity and energy
- Knowledge of the call centres and the Telecoms market is desirable
- Coordinate with our own service team or distributor service providers, managing the customer account ensuring service performance and satisfaction
- Proactively recommend ways to add value to the customer and improve the account relationship
- Coordinate information-gathering across the company working with customer service, scheduling, invoicing, credit and collections, legal, warranty, and service
- Proficient use of business software (MS Office)
- Familiarity with data extraction, analysis and strategic plan execution
- Of the clients scheme by providing first class industry leading service and

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Sam Lueilwitz