

Agent Support Cover Letter

708 Orlando FortNorth Eduardoland, MO 63488-3080

Dear Finley Hodkiewicz,

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

Previously, I was responsible for expert advice on the following: Agency practices and policies as they relate to SRG; a range of workforce, organizational and human resource functions; and procurement planning;.

Please consider my experience and qualifications for this position:

- GDS and travel agency experience is preferred
- Facilitate the clearance of DHL shipments by communicating with customers, DHL entities and the authorities on clearance requirements and any discrepancies preventing the successful clearance of these shipments
- Coordinate with the customer/DHL entities/government agencies to obtain the necessary shipment information and documents for the clearance department to successfully clear the shipments through the regulatory agencies when the existing information or documents are insufficient to permit successful clearance of the shipments
- Having good knowledge on Software skills (Word, Excel, PowerPoint)
- Focused on identifying and understanding each customer's needs
- Able to set clear and realistic goals and objectives
- Able to make timely and appropriate choices based on accurate analysis and experience
- Persuades others of the value of an approach or idea

Thank you for your time and consideration.

Sincerely,

Greer Weber