

Assistant Customer Service Manager Cover Letter

12598 Frami Court East Major, WI 65802

Dear Ari Lindgren,

I would like to submit my application for the assistant customer service manager opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for guidance, leadership and ensure that the SOP's, procedures and plans for Front End Planning and Constructability are adhered to and meet company standards.

Please consider my qualifications and experience:

- Strong technical, process and continuous improvement experience
- Able to travel in short notice
- Good knowledge in the applications of MS Office
- Graduate from a reputed university with excellent interpersonal and communication skills
- Core IT helpdesk experience is mandate
- Tech helpdesk experience (Intel product preferred)
- Teambuilding & Staff Supervision
- Knowledge of Desktop and Servers

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Marion Kertzmann