

# Associate, Customer Service Cover Letter

362 Rodriguez KeyEmmerichport, WA 62984-6279

**Dear Avery DuBuque,**

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

In my previous role, I was responsible for strategic communication guidance & recommendations to TA leadership and BO&P team for how to best leverage the application.

My experience is an excellent fit for the list of requirements in this job:

- Able to work a flexible schedule including afternoons and nights, weekends and holidays
- Prior customer service experience in a manufacturing/industrial environment
- Proficiency in Microsoft Office, Oracle experience preferred
- Customer Focus – build customer confidence by assuming responsibility for solving customer problems
- Job Knowledge – demonstrate knowledge of processes/procedures/systems necessary to execute job duties
- Productivity – manages a fair workload, prioritizes tasks, manages time well and volunteers for additional work
- Technology – adapts to new technology, keeps abreast of changes, learns new programs quickly and is able to work with multiple computer systems in a fast paced environment
- Oracle experience or equivalent MRP

**Thank you for your time and consideration.**

Sincerely,

Jordan Frami