

Associate, Customer Service Cover Letter

338 Swift Coves Brandaville, NJ 54578-0627

Dear Spencer Runte,

I am excited to be applying for the position of associate, customer service. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for customer experience support and guidance across business units, including support for shared technology systems and processes.

Please consider my experience and qualifications for this position:

- Processing customer orders and requests
- Respond to phone and online inquiries regarding merchandise
- Provide support including tracking and delivery information
- Follow established procedures to meet customer/member and Provider needs
- Demonstrates primary commitment to customer/member and Provider needs (before other requirements), intervening and taking immediate action as appropriate
- Previous Customer Service experience preferred, preferably in a contact center
- Able to work a flexible schedule including weekend hours and overtime hours when needed
- Proven record of punctuality and regular attendance

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

Sincerely,

Azariah Hoeger