

# Associate, Customer Service Cover Letter

85889 William CircleLabadiehaven, PA 82513

**Dear River Bergstrom,**

Please consider me for the associate, customer service opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for data/systems on-boarding for new hires within IA, providing technology-related training (especially on Banner and Argos) as needed.

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

- Interfacing with consumers to assess needs
- Process all orders for materials and services from customer and field sales
- Process financial and non financial requests over the phone and take instructions for follow up which include but not limited to address changes, withdrawals, telephone trades and form requests among others
- Enforce and handle security compliance standards regarding mail/print job pickups
- Monitor key accounts
- Able to provide information on multiple companies for a variety of acquired or coinsured products using multiple administrative systems
- Customer Invoicing process
- Solicit information from sales channel on repairs and prepare quotations

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

Sincerely,

Dallas Hudson