

Associate, Customer Service Cover Letter

6382 Rueben Plaza
Lesafurt, ND 13389

Dear Dylan Terry,

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 customer assistance to aid in determining a solution fit based on technology enabled personal productivity needs "how they work".

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Organization and attention to detail and deadlines
- An overall sense of urgency to get the job done
- Familiarity with Microsoft Windows, Microsoft Outlook, and Internet Explorer
- Take orders over the phone and enter them into the system
- Mail, file, copy, scan, and fax documents
- Address client problems and resolve complaints
- Process electronic transfer request
- O-Proficient with a PC, keyboard, and familiar with MS excel, word and outlook

I really appreciate you taking the time to review my application for the position of associate, customer service.

Sincerely,

Robin Beier