

Associate, Customer Service Cover Letter

64287 Brinda UnionRohanchester, VT 59588

Dear Marion Leuschke,

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.

Previously, I was responsible for system solutions to operating requirements using personal analytical skills as well as knowledge of hardware and software systems in order to facilitate production processes and enhance productivity.

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

- Computer proficient and able to use Microsoft Office products
- Experience using SAP and Microsoft Office
- Open mail, sort document by category as predefined by business requirements
- Remove staples, paper clips, and fasteners
- Place "post its" or other small items or notes on separate sheets of paper
- Straighten folded corners and repair torn edges
- Identify document types and sort document into categories as per business requirements
- Insert file header sheets and document separator sheets as per business requirements

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

Sincerely,

Dakota Armstrong