

Back Office Cover Letter

402 Schroeder Views East Jonas, LA 20510-0420

Dear Shae Osinski,

I am excited to be applying for the position of back office. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for clerical support to others in the office to maintain an efficient office environment.

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:

- Signal and Communication processes
- Perform follow-up on incident status and resolution activity
- Fluency in English + another language (German, Spanish, Italian, French, Portuguese)
- Previous planning experience within a back office environment
- Have used WFM tools previously
- Retail Card Services knowledge
- As mandated by applicable state
- Commodity Energy Contract experience preferred but not essential

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

Sincerely,

Reese Hackett