

Business Center Cover Letter

6248 Lesch KeyWalkerfort, UT 74879

Dear Ryan Swaniawski,

I would like to submit my application for the business center opening. Please accept this letter and the attached resume.

Previously, I was responsible for report mentoring and support to other department staff to assist in their development and ability to meet department needs.

Please consider my experience and qualifications for this position:

- Responsible for development, testing, deployment and maintenance of SSRS Reports
- Experience with test plan creation, testing procedures and test plan execution preferred
- Strong organizational abilities and flexibility to work managing multiple project priorities
- Average typing 35-40 words per minute at minimum
- Prior financial services, sales, service BDC, receptionist, call center, or BDC experience preferred
- People and Project management skills along with working knowledge in MS Word, Excel, and Basic skills in PowerPoint
- Work varied shifts including holidays and weekends
- Significant experience working directly or indirectly with enterprise shared services and voice based applications

Thank you for considering me to become a member of your team.

Sincerely,

Indigo Bruen