

Business Support Cover Letter

6225 Normand Passage Greenholtside, LA 78561

Dear Sutton Lind,

In response to your job posting for business support, I am including this letter and my resume for your review.

In my previous role, I was responsible for business guidance / analysis on areas related to but not limited to Microsoft SharePoint and Web Content Management (WCMS), Environmental Health and Safety related applications, and general user communication related systems / platforms.

Please consider my qualifications and experience:

- General knowledge of commercial insurance strongly preferred
- Flexible and adaptable to changing direction, adjusting priorities and/or working on multiple tasks simultaneously
- Strong time management and personal organization skills
- Able to work autonomously in a fast paced, production oriented environment
- Strong technical and problem solving aptitude
- Successfully leading a team in a competitive and complex customer facing environment
- Experience working in a competitive sales environment within financial services preferred
- Self-starter with high motivational skills

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

Sincerely,

Dakota McGlynn