

# Center Associate Cover Letter

6077 Metz Village West Zula, AR 78980

**Dear River Boehm,**

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

In my previous role, I was responsible for support to internal BOS units' as it relates to new account documentation, superseding accounts and performing RCIF account and client file maintenance.

Please consider my experience and qualifications for this position:

- Excellent customer service skills and empathy
- Strong communication skills are also needed as this person will Contact originators of source documents to resolve questions, inconsistencies, or missing data
- Strong communicative
- Previous experience in a large scale warehouse/distribution center environment preferred
- Previous warehouse and shipping experience preferred
- MHRT/C preferred
- Related experience in the mental health field with knowledge of psychiatric and chemical dependency terminology and hospital reimbursement systems preferred
- Standing and walking comprises some of the workday

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

Sincerely,

Rowan Schowalter