

Center Associate Cover Letter

70145 Imogene ExpresswayErdmanberg, IA 04453-2766

Dear Shae Kunde,

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

In the previous role, I was responsible for other administrative support, including account opening documentation, ongoing account maintenance, trading, client reporting and tax packages and financial planning data entry.

Please consider my qualifications and experience:

- Psychiatric and substance abuse treatment hospital
- Certification to operate lift equipment
- Will interact with business partners at all levels
- Proficient in AS/400 WMS (Warehouse Management System) preferred
- Able to work days other than Monday – Friday based on business needs
- Able to multi-task and resolve difficult situations
- Familiarity with shipping practices and procedures
- Initiative, efficient use of work time

Thank you for your time and consideration.

Sincerely,

Emery Kihn