

# Center Associate Cover Letter

278 Faustino ClubLake Cyril, CO 31430

**Dear Drew Terry,**

Please consider me for the center associate opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for effective New Customer Onboarding and Customer Engagement by routinely strengthening new and current customer relationships, introducing new and existing customers to Comerica's products and services, addressing customer questions, e.g., how-to use products and services and follows-up on a timely basis.

Please consider my experience and qualifications for this position:

- Experience in ESD preferred
- Proficiency with call center management systems, Sales Force (CRM) experience preferred
- Receive all incoming inventory and verify against documentation such as purchase orders, packing slips
- Receive requests for product from internal source
- Assist with cycle counts on a regularly scheduled basis to ensure inventory level accuracy and control
- May select and move materials and equipment from the warehouse based on scheduling plans and sales orders
- May stage product for field use by pre-assembling or kitting parts prior to shipment
- Knowledge of warehousing, purchasing and logistics processes

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

Sincerely,

Tatum Ziemann