

Center Associate Cover Letter

110 Jamel Place
Kiehnchester, NE 29873-7025

Dear Indigo Weissnat,

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 monthly reporting of account status, including aging and classification of open balances, payment trends, returns reconciliation and overall compliance with account agreements.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Front desk, secretarial and clerical experience highly preferred
- Experience in the operation of a call center
- Technical expert in related computer applications
- Good keyboard skills and impressive telephone etiquette
- Related product knowledge
- MS PowerPoint, Access and Word, basic knowledge
- Working knowledge of OM/OMC, CSG
- Flexible and strong time management skills, both for the individual and to assist project team members with keeping deadlines

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

Sincerely,

Riley Cronin