

Client Service Administrator Cover Letter

3246 Brendon Crest
Pington, DE 99178-7500

Dear Morgan Sanford,

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

In the previous role, I was responsible for guidance and supervision on installs, starts up and commissions systems in line with defined regulations, standards and processes.

My experience is an excellent fit for the list of requirements in this job:

- Completion of training within seven weeks of hire
- Have an understanding of various securities functions of the business is critical
- Demonstrate an enthusiastic approach with initiative and a positive attitude
- Experience using the Microsoft Suite (specifically, Word and Excel)
- Accurate and timely handling of customer order processing, client purchase order processing, client publisher and other data entry and administrative duties with attention to detail always
- Have a professional and courteous telephone manner
- Display positive, cheerful and proactive behaviours at work and when representing the company
- Relevant experience within an office environment would be advantageous

I really appreciate you taking the time to review my application for the position of client service administrator.

Sincerely,

Emerson Cartwright