

Client Service Representative Cover Letter

59787 Mosciski ShoalsSchillerton, SC 06881-4279

Dear Morgan Cronin,

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

In my previous role, I was responsible for leadership in formulating policies, standards, and procedures to secure identity information resources; and.

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

- Attention to detail critical in role
- Implementing and maintaining new and existing client accounts
- Taking ownership for query analysis, investigating and resolving client queries
- Managing query responses via telephone, email & internal systems ensuring SLAs are consistently achieved
- Analysis of statistical and production data in order to identify solutions to client issues
- Escalation of critical issues to management
- PC literate (MS Office, SQL)
- Bilingual Spanish or Chinese preferred

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

Sincerely,

Morgan Corkery