

Client Service Representative Cover Letter

8196 Shanon CampTrompshire, OR 14874-3765

Dear Max Shanahan,

Please consider me for the client service representative opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for relevant feedback to management in regards to policies, procedures, training and day to day operations.

Please consider my experience and qualifications for this position:

- Bilingual-level Spanish, Russian, or Cantonese speaking preferred
- Bilingual Spanish or Tagalog speaking preferred
- Bilingual-level Vietnamese, Mandarin, Cantonese, Spanish, Tagalog, Arabic, or Korean speaking preferred
- Bilingual-level Mandarin speaking preferred
- Bilingual level Portuguese preferred
- Bilingual level Mandarin preferred
- Strong aptitude to meet contractual processes and procedures
- Computer proficiency in MS Office Suite including intermediate Excel

Thank you for considering me to become a member of your team.

Sincerely,

Dakota Herzog