

Client Services Specialist Cover Letter

82060 Maia Street North Solomonbury, AZ 51598

Dear Denver Borer,

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

Previously, I was responsible for primary assistance in word processing, copying, printing, collating and binding presentations, proposals and other marketing materials.

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:

- Serve as the primary contact for the assigned clients and provide backup assistance for other team members
- General PC knowledge including Microsoft Office, Internet, and email, along with a detailed knowledge of ESI's call center systems
- Knowledge of ESI products and services very helpful
- Self-starter and able to manage time and daily tasks with no direction
- In-depth knowledge of the financial services industry and Cash Management products (including regulatory and compliance), systems and operations to successfully respond to customer needs and meet established time frames
- Strong PC skills and technical support experience with browser-based business applications
- Answer incoming calls and questions from current and potential clients, agents, and other business associates
- Foster long term relationships with clients, agents and business associates

Thank you for taking your time to review my application.

Sincerely,

Royal Corkery