

# Client Services Specialist Cover Letter

55263 Herman WellsSouth Darrin, OR 50297-7480

**Dear Zion Gusikowski,**

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

Previously, I was responsible for advanced marketing support to brokerage professionals to implement all marketing efforts as it pertains to business development and promotion of specific listings.

Please consider my experience and qualifications for this position:

- Submits Listing prospect activity to Landlords each month end
- Assist with the collection of commission fees when needed
- Coordinate with Operations Manager in the development of systems/processes within the office
- Help train new Client Service and Agent staff as needed
- May occasionally work overtime
- Microsoft Office Word, Excel, Outlook, Internet Explorer, PowerPoint, Adobe Acrobat
- Actively participate in and support Accountable Communication techniques and processes
- Washington State Notary license or willingness to obtain and maintain notary status

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

Sincerely,

Reese Schuppe