

Customer Relations Coordinator Cover Letter

4368 Jarrett Key Odellia Land, NE 45337-1431

Dear Armani Kirlin,

I would like to submit my application for the customer relations coordinator opening. Please accept this letter and the attached resume.

Previously, I was responsible for administrative oversight of various Sales/New Business reports and processes: data analysis, New Construction (EBO) schedule, weekly service counts, outstanding meter set report, meter set log, and GET Gas support.

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:

- An interest in a corporate career in retail, health, natural foods and/or vitamins and body care
- Experience with customer relationship management in a professional capacity
- Experience working in higher education or other organization with diffuse power structure
- Training and / or certification in group facilitation skills and methods
- Demonstrated excellence in active listening and synthesis of ideas
- Record of customer service excellence
- Demonstrated aptitude and understanding of digital communications best practice
- Demonstrated skill with various computer programs and software such as Word, Excel other databases

Thank you for taking your time to review my application.

Sincerely,

Lennon Will