

Customer Relations Coordinator Cover Letter

299 Grimes Inlet South Danville, AZ 42533-1180

Dear Emerson Gleichner,

In response to your job posting for customer relations coordinator, I am including this letter and my resume for your review.

In the previous role, I was responsible for ideas and suggestions for new products, services, technology and processes to ensure competitive position and in anticipation of changing customer needs within the dynamic hospitality and gaming environment.

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

- Maintain Payment Card Industry (PCI) compliance
- Exhibit proficiency in multiple systems that maintain, communicate, track and report information
- Crisis/After Hours Situations
- Professionally and clearly communicate with internal and external customers (email, phone, and in person)
- Customer Relations Management Systems, (SalesForce) preferred
- Enjoy talking with guests by phone
- Experience with Answering Phones, copiers and fax experience
- Able to lift, twist and bend with 30 pounds

I really appreciate you taking the time to review my application for the position of customer relations coordinator.

Sincerely,

Rory Bruen