

# Customer Relations Coordinator Cover Letter

4446 Jerde Path  
New Shirley, CT 07645-0379

**Dear Max Poulos,**

I submit this application to express my sincere interest in the customer relations coordinator position.

In my previous role, I was responsible for classroom learning for Customer Care new employees on the skillsets needed to take customer calls including applications, start/stop service, gas and electric emergencies, service, billing and credit and collections.

Please consider my experience and qualifications for this position:

- Excellent communication, interpersonal and negotiation skill
- Root cause analysis/process improvement experience
- Familiar with various training tools and models
- Proficiency in Microsoft Office Suite (Access, Excel, Word)
- Proven leadership experience and successful interaction with upper management
- Excellent conflict management and mediation skills
- Good customer service principles and reward and recognition program knowledge
- Computer literacy with knowledge of Microsoft systems, including Word, Excel, PowerPoint and Outlook

**Thank you for taking your time to review my application.**

Sincerely,

Tyler Wuckert