

Customer Service Administrator Cover Letter

9859 Leannon Streets West Lashandraft, OK 51862

Dear Blake Murphy,

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

In my previous role, I was responsible for technical quotations in a timely manner to customers, utilising the SAP ERP system as the quoting tool.

Please consider my qualifications and experience:

- Proficient in Windows based computer skills
- Proficient in Excel, Word, Outlook, Adobe Acrobat, Accounts Payable applications (SAP, PeopleSoft), and expense reporting tools (CentreSuite, SAP TRIP, PC ExpenseWorks)
- Propose and implement process improvements aligned to the strategic objectives of the customer service department
- An aptitude to develop product knowledge
- Professional experience in financial services, German language or customer services would be an asset
- High level of accuracy, good attention to detail
- Post-secondary education in Administrative-Business related College Diploma program
- Skills in Microsoft Office (particularly Word, Excel, Outlook), Access and Sharepoint

Thank you for taking your time to review my application.

Sincerely,

Oakley Walker