

# Customer Service Administrator Cover Letter

64309 Kunze BrooksSungberg, NM 44205

**Dear Bellamy Gottlieb,**

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

Previously, I was responsible for technical database support (e.g., operations & maintenance, software installation, upgrading, performance tuning) to Air Force Contracting System Administrators;

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:

- Provide support to Advisers who have produced an illustration via an online portal or who wish us to undertake a Telephone Interview with the customer to obtain medical data to support the provision of a best rate bespoke illustration
- Understand our product offering in the context of the industry as a whole and talk confidently to our customers, whilst differentiating between regulatory and system constraints
- Developing and maintaining current knowledge of the functionality, operation and application of internal systems sufficient to efficiently and effectively complete work assignments
- Knowledge in Medical terminology, Scientific terms
- Detail-oriented, with a mind for numbers
- Advanced knowledge of WMS, TMS (Warehouse system) and host system an asset
- Working in a customer service / complaints resolution environment
- Good team player and keen to work in a very flexible environment

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

Sincerely,

