

Customer Service Administrator Cover Letter

44409 Otis RiverSouth Karie, KY 54400-7272

Dear Robin Douglas,

I submit this application to express my sincere interest in the customer service administrator position.

Previously, I was responsible for system administration and support for Maximo applications, and troubleshooting software bugs and end user system issues.

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:

- Proactive and creative approach to tasks and processes
- Confident verbal and written communication
- Confidence in working with internal staff others to gain further knowledge
- Set delivery schedules
- Monitor order shipments
- Production information
- Understanding of accounts payable and receivable preferred
- Good knowledge of MS Office (Excel, Word, PowerPoint) skills

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

Sincerely,

Marion Mann