

Customer Service Administrator Cover Letter

3804 Kilback TurnpikePort Walter, WI 81765

Dear Indigo Ortiz,

Please consider me for the customer service administrator opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for maintenance to critical business software packages including CAD / PLM and ERP software;.

Please consider my qualifications and experience:

- All other duties as assigned and providing back-up support in absence of others
- Clear and concise telephone manner
- Current driving licence with own transport (desirable)
- Results-oriented independent thinker
- Efficient and pleasant telephone and face to face manner
- Previous aviation / airline / repair shop experience preferred
- Strong commitment to customer service
- Processing of illustrations, applications, policy alterations and general enquiries from Customers and Advisers, analysing and vetting the information provided to ensure it complies with legislation, internal policies & procedures, identifying outstanding requirements, obtaining and applying funds and liaising with Advisers

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Spencer Schuppe