

Customer Service Administrator Cover Letter

22852 Weissnat FlatsPort Sherley, MD 11605

Dear Oakley Jacobson,

I am excited to be applying for the position of customer service administrator. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for system administration services support for the Enterprise Exchange and Server services infrastructure software and hardware components to meet COO customer requirements.

Please consider my experience and qualifications for this position:

- Based at Triumph Staverton
- Professional and courteous approach to customer service
- Able to display initiative and ownership, whilst understanding limits of own authority
- Experience with automation & sales order systems
- Excellent communication skills in English, Dutch and French
- Export / Transportation / Logistics
- Answering the TWL telephone and handling all calls appropriately
- Keeping the customer informed at all times with regard to the status of their enquiry

Thank you for taking your time to review my application.

Sincerely,

Bellamy Bailey