

Customer Service Agent Cover Letter

91470 Breitenberg RanchEdmondview, AR 83222-2708

Dear Avery Runolfsson,

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

In my previous role, I was responsible for support while administering accesses for Accounts Payable, procurement, invoice processing, IHG Smart Pay, PeopleSoft, ARIBA, SIM, concur, one card and other related tools.

My experience is an excellent fit for the list of requirements in this job:

- Follows up on activities to ensure completion in an established timeframe
- Assists with creation of quotations
- Prepares yearly, monthly and weekly execution plans for scheduled service visits
- Paid holidays, vacation and sick time pay
- Shift differential pay for afternoon and evening shifts
- Discounted Cable, Internet & Phone Service
- Great promotional opportunities and a fun work environment
- Good communication skills in both Thai and English (speaking, listening, writing and reading) with TOEIC test score at 600 and above

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

Sincerely,

Greer Bruen