# Customer Service Assistant Cover Letter

797 Vaughn JunctionsZiemeton, ID 65916
**Dear Frankie Bosco,**

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

In my previous role, I was responsible for performs routine administrative tasks in support of the work group including but not limited to processing of contractor and other invoices for payment.

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

- Conducting business in full compliance to Behavior in Business and Behavior in Competition
- Locate, package and send out requested information
- Assist with calls as needed
- Provides support to the Commercial Management team
- Supports the Commercial Lead in customer negotiations and dissemination of agreements
- Provides support to the Customer Service Team to resolve and close actions
- Supports the revision process for contract amendments
- Assists with contract closedown/exit activities and associated documentation

**Thank you for your time and consideration.**

Sincerely,

Blake Miller