

Customer Service Professional Cover Letter

933 O'Hara Drive Schinnerbury, PA 13036

Dear Robin Mraz,

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

Previously, I was responsible for customer implementation guidance with regards to application needs during new customer implementations of Dragon Medical and upgrades based on best practice experience.

Please consider my qualifications and experience:

- Previous customer service and/or administration experience preferred
- Print or Paper Industry experience preferred
- Customer Oriented, Quick Learner, Punctual
- High level of detail/quality of work
- Business Professional Office Environment
- Good knowledge of Microsoft tool, in particular excel
- Retaining customers
- Bilingualism in French and English would be considered a tremendous skillset

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Sutton Fahey