

# Customer Service Professional Cover Letter

4238 Nickolas Shoals Torphaven, ID 10009-5389

**Dear Corey Thiel,**

In response to your job posting for customer service professional, I am including this letter and my resume for your review.

In the previous role, I was responsible for callers with an unbiased presentation of programs to assist customers with application and eligibility requirements and program questions.

Please consider my qualifications and experience:

- Experience in a manufacturing company is preferred
- System (ERS), , Microsoft Office (Word, Excel and Outlook)
- Fluency in the Spanish language is strongly preferred
- Knowledge of freight terminology and shipping procedures
- Familiarity of Credit and Collections processes
- Knowledge of Export processes
- Bilingual preferred (Spanish/English)
- Technical competence in maintaining an information database and producing ad hoc reports

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

Sincerely,

Rowan Pfeffer