

Customer Service Professional Cover Letter

645 Russel Shoals New Earleland, TN 17010-2712

Dear Morgan O'Hara,

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

In the previous role, I was responsible for guidance to the Commercial Customer Operations Analysts on customer account issues and works frequently with Order to Cash Ops, Government and Public Programs Ops and the other Pricing & Customer Operation functions.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Proficient computer skills including the use of email and excel/spreadsheets
- Able to perform repetitive or continuous activity according to set procedure
- Able to perform under stressful situation when confronted with unusual situations
- Able to perform within demands of precise attainment of set limits, tolerances or standards
- Able to follow specific instructions and perform without room for independent action or judgment
- Able to make generalizations, judgments or decisions based on subjective or objective criteria
- Be able to learn and understand product line well enough to sell to walk in customers, offer alternative suggestions to existing customers
- College/University graduate preferably Business or Finance related courses or with previous related work experience in the financial services or call center industry and demonstrated service aptitude

I really appreciate you taking the time to review my application for the position of customer service professional.

Alexis Terry