

# Customer Service Technical Support Cover Letter

91114 Shanon LocksGoyetteborough, NV 80192-2984

**Dear Reese Schaefer,**

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

Previously, I was responsible for technical sales assistance to our customers by helping them understand the features of Dolby Products leading to successful sales of our products.

Please consider my experience and qualifications for this position:

- Understanding of technical components including equipment, concepts and procedures
- Pro-active personality who likes to work within a hectically & dynamical environment
- Passion for helping others in a customer-facing environment and thrive in troubleshooting and solving operational and technical inquiries
- Decisive, action-oriented, able to take ownership of open issues and interface successfully with key stockholders throughout the organization
- Experienced in set-up, installation, Networks & PC Windows XP
- Excellent communication, follow-through and organizational skills
- Maths and English GCSE (C+)
- Good working knowledge of basic computer programmes

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

Sincerely,

Dallas Stamm