

Customer Service Technical Support Cover Letter

47701 Leffler Junction New Ellsworth, VA 42102-3551

Dear Dylan Rodriguez,

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

In the previous role, I was responsible for on-going technical support to the US Mint users using a variety of systems and software, including windows 10 and operating systems as well as some MAC OS.

Please consider my experience and qualifications for this position:

- Successful completion of pre-employment assessments and a background check
- Be able to guard client information closely by ensuring that no cell phones, pens, tablets, devices that capture information are in the work area
- High Speed Cable Internet Service (10 megabits download and 3 megabit upload) from a reliable cable provider
- Excellent Interpersonal and communication skills, including telephone and emails skills
- The self-discipline and independence to work remotely from home
- Familiarity with the gaming environment and the modern gaming consoles
- Minimum keyboard skills of 35 WPM (verified with typing test during application process)
- A 20-inch computer monitor

Thank you for considering me to become a member of your team.

Sincerely,

Jordan Ziemann