

Customer Support Administrator Cover Letter

40897 Jaimie WalkSouth Cherise, WA 49805

Dear Sawyer DuBuque,

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

In my previous role, I was responsible for common level services including file and print sharing, Active Directory account management, hosting software on Windows servers, and patch management of all Windows devices.

My experience is an excellent fit for the list of requirements in this job:

- Basic knowledge of the mortgage servicing industry
- Proven success collaborating with others
- Experience with Supply Chain Management, Logistics, transportation, Inventory management (multiple warehouses), and/or order management strongly preferred
- Working knowledge in writing business presentations
- Basic Microsoft software, (Word and Excel) and email skills
- Flexibility to accommodate fluctuations in workload
- Read and interpret general business documents such as operating and maintenance instructions, customer purchase orders, general terms and conditions, and procedure manuals
- Grasp product information and communicate information to customers and potential customers in an easily understood manner

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

Sincerely,

Lennon Abbott