

Customer Support Administrator Cover Letter

34590 Koch Point
Lake Carla, OH 47215

Dear Quinn Reynolds,

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 customer support for tickets involving Windows systems, Active Directory and Office 365.

Please consider my experience and qualifications for this position:

- Advise the dealer network of correct procedures within Warranty Operational procedures (WOP)
- Administer Goodwill assistance for service issues
- Manage all service, quality and safety campaigns
- Provide feedback to Aftersales Product Support on all campaigns
- Maintain and manage customer satisfaction survey
- Code and process Aftermarket department invoices
- Experience in IT systems such as Microsoft Office
- Knowledge of Manman or Oracle ERP

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

Sincerely,

Morgan Rath