

Customer Support Administrator Cover Letter

9587 Schultz Falls O'Haramouth, KS 17767-8734

Dear Greer Kassulke,

I am excited to be applying for the position of customer support administrator. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for software patching for supported systems using SCCM; Experience in deploying, troubleshooting, and managing Bit locker encryption on Windows devices.

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:

- Previous experience in Call Center and Customer Support applications (SAP, Oracle,) will be appreciated
- Previous hands-on experience with Analytical Techniques such as Chromatography (GC, GC-MS, HPLC, LC-MS,), Spectroscopy (UV-Vis, ICP, AAS, FTIR, etc) or Genomics (QPCR, Bioanalyzer, Scanner of Arrays,) will be appreciated
- English – Spanish bi-lingual helpful
- Competent telephone and writing skills
- Standard use of Microsoft, in particular Excel and word
- That they are an assertive and sensitive communicator to internal and external customers, both verbally and written
- A high level of integrity, initiative and self-motivation
- Strong level working experience in use of MSP Online Letter Writer and Director

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Avery Predovic