

# Customer Support Associate Cover Letter

187 Gayle StreamRolfson, OK 32779

**Dear Riley Kunze,**

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

In the previous role, I was responsible for regulatory and compliance guidance and support to front office and back office employees;

Please consider my qualifications and experience:

- Process customer orders for ingredient products, address questions, resolve issues, and respond to inquiries
- Ensure the accuracy of order data and act as the expert for the order processing flow (system and processes)
- Maintain up to date files according to the standard operating procedure
- Ensure all customer complaints are tracked according to department and company procedures
- Seek to purposefully identify issues, consider alternative solutions, and take corrective action to resolve problems
- Utilize company databases to ensure procedures are followed, provide accurate information, and update documents as necessary
- Prioritize tasks accurately and in a timely manner
- Collaborate with and support team members

**Thank you for your time and consideration.**

Sincerely,

Stevie Bosco