

Customer Support Associate Cover Letter

245 Konopelski Drives Ryantown, IL 43389

Dear Dakota Ortiz,

I would like to submit my application for the customer support associate opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for direct and continuous management oversight for fiscal, Office and Billing management, facility management, and immunization and insurance office management (both offices essential to fill state mandated requirements), for Mason's Student Health Services;.

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

- Provides a high level of customer service support and administrative tasks for external and internal customers
- Responds promptly to customer inquiries via phone and/or mail
- Processes orders and resolves order management issues
- Keeps records of customers interactions and processes documents
- Maintains quotations database
- Handles office purchases, time off/administrative records
- Advanced knowledge of Microsoft Office Applications (Excel, PowerPoint and Word)
- Good knowledge MS Excel and a working knowledge of other MS Office packages

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

Sincerely,

Avery Kuhic