

# Customer Support Executive Cover Letter

9809 Koss PortsNew Arlenamouth, GA 92124

**Dear Shiloh Lang,**

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

In the previous role, I was responsible for consumer loan information to customers including all consumer installment loans, home equity loans and lines of credit.

Please consider my qualifications and experience:

- Experience in a Lead or Supervisory role preferred
- Requires in-depth knowledge of ERP and CRM business systems
- Confidently present, communicate and influence at all levels of the company
- Working closely with customers to solve customer invoice and process queries and transactional problems
- Confident in using MS Excel to analyse large data sets and arrive at insightful conclusions
- Building strong relationships with customers and cross functional teams promoting continuous improvements in how we do business with our customers
- Communicating effectively to drive actions and behaviors
- Effective workload prioritization and working well under pressure

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

Sincerely,

Denver Schaefer