

Customer Support Executive Cover Letter

5562 Lindsey SpringsCasperton, IN 99043

Dear Reese Price,

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

In the previous role, I was responsible for expertise and design solutions for consumer facing web applications as well as system integration with internal systems and with external vendors.

Please consider my experience and qualifications for this position:

- Customer Contact-Customer Service Rep is the main contact person for the Customer regarding orders, inventory & shipments
- Order Entry - Receive orders via Email, Fax or Mail
- Shipment Management- Create BOL once inventory is ready for shipping
- Complaint Management-CSR will enter the complaint in the system once the customer notifies of any non-conformance
- Cold Calls-CSR also fields incoming calls from potential customers looking for stock products
- RFQ (request for quote) – CSR will enter a request for quote in the event that the Business Development Manager is unavailable
- Inventory/Production Status-CSR will monitor inventory levels and notify the customer of ware as it becomes available
- Advance knowledge of Microsoft Office Suite, including PowerPoint and Excel

I really appreciate you taking the time to review my application for the position of customer support executive.

Sincerely,

Emerson Cummerata