

# Customer Support Executive Cover Letter

6609 Armstrong Throughway North Danuta, SC 65767-1193

**Dear Drew Nienow,**

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

In my previous role, I was responsible for the necessary oversight and local accountability to document new/revised credit facilities (if any) as well as new transactional or service activities in the local jurisdiction to conform with JPM Chase policies and with local jurisdictional requirements for credit documents, Compliance, Know Your Customer (KYC), Anti-Money Laundering (AML), etc.

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

- Excellent communication skills, people relationship, teamwork and how to logically and convincingly present information for acceptance
- Positive attitude and willing to continuously develop & learn
- Comfortable with problem solving tools and thinking
- Conducting market, gap, and usage research / analysis and creating sales tools
- Regular reporting to the business on sales pipelines and lapsed subscriptions
- Preparing sales packs and customer visit presentations for the sales team
- Lead generation, customer profiling and new channel development
- Following up directly with customers and agents regarding lapsed journal subscriptions

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

Sincerely,

Avery Monahan