

# New Accounts Cover Letter

93254 Bayer CourseIrvineburgh, AZ 35717

**Dear Stevie Runolfsdottir,**

In response to your job posting for new accounts, I am including this letter and my resume for your review.

In the previous role, I was responsible for consistent, high-touch sales support to clients during an Education Services delivery engagement, with the goal of positioning Blackboard for the sale of additional value-added services or products.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Good Mis & Analytical Skills With Eye For Details
- Workforce management practices and scheduling software
- Call center operations that include additional work related functions such as processing queues and email workflow (preferably in a financial services environment)
- Forecasting and resource scheduling for a medium-sized operations center (approximately 100 people)
- Demonstrating complex problem solving, judgment, and critical thinking
- Working with MS desktop applications, Excel (including macros), Word (Access and PowerPoint preferred)
- Making effective decisions when faced with competing priorities from various stakeholders
- Intermediate computer skills with Window based programs (Microsoft Outlook, Excel, and Word)

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,