

Operation Support Cover Letter

7119 Charisse Estates Pollichhaven, TX 52134-2748

Dear Shae Johnson,

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

In my previous role, I was responsible for a high level of customer service, consistent with ScotiaService Standards and Customer Privacy Guidelines at all times.

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

- Good English and Chinese both verbal and written
- Analytical and focus on details
- Self-initiative and team spirit
- Verify CBS requirements through email
- Prepare the documentation received from Tula
- Receipt of Invoices from Transporter Lines
- Aging report consolidation
- Prepare and organize delivery of documentacion for clients

Thank you for considering me to become a member of your team.

Sincerely,

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