

Operational Support Cover Letter

3242 Pfannerstill Fields North Mauricio, AR 83816-1764

Dear Rowan Toy,

Please consider me for the operational support opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for support assistance for any and all activities associated with the funding of a new loan with some of the following actions: may order documents as required based on loan approval; assembles and reviews a variety of documents to assure completeness of loan packages and accuracy of documents based on type of loan, may order credit reports.

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:

- Strong knowledge in International Markets
- Experience of working with telephone, switchboards, communication and computer systems
- Flexibility in covering shift patterns, annual leave and sickness
- Experience of working in the public and private sector
- Knowledge of Calling Handling System, ECHO and Mayrise and CCTV
- Experience of working with telephone, switchboards, communication & computer systems
- Visual and audio capabilities or course experience
- Proficiency with Microsoft or Google spreadsheets and word processing applications

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

Sincerely,

River Predovic