

Order Support Cover Letter

498 Jeri Walks Lake Mercedeston, NH 15476-2811

Dear Sawyer Cartwright,

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

In my previous role, I was responsible for training on phone, in person for all vehicle and system related policies and procedures.

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:

- Plan decisions and practice good judgment
- Excellent communication skills, present mature response to the customer and interact professionally both internally and externally
- Effective Liaison to sales managers, present factual information and develop customer profiles
- Intelligence gathering
- Experience of previous customers service roles preferred
- Timely and efficient processing of customer documentation to pre-determined targets, whilst maintaining controlled process
- Provision of Order Acknowledgments for customer base to agreed timescales and process control
- Completion of cancellation of customer requests / orders, completion of process controls

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

Sincerely,

Shiloh Barton