

Rep-Customer Service Rep Cover Letter

7457 Julissa LocksNew Mitchelchester, MO 61091-4135

Dear Reese Gorczany,

I submit this application to express my sincere interest in the rep-customer service rep position.

In my previous role, I was responsible for assistance and technical guidance as it relates to policies, billing inquiries and claims status requests in accordance with department performance standards.

Please consider my experience and qualifications for this position:

- Call center and medical terminology/insurance experience -Experience in a production environment
- Needs to have experience in construction industry
- Self motivated and independent individual willing to work in a team environment
- Computer knowledge (e-mail, word and excel) with typing and 10-key experience
- Interact with assigned customer base which includes maintaining all customer paperwork, installed systems, and equipment
- Closely interact with customer elected carriers, surveyors, , regarding orders and product movement
- Prepare orders for inbound and outbound trucks, and barges on a daily basis, up to eight-hours per day
- Strict adherence to security regulations and procedures as stated in the terminal's Facility Security Plan

I really appreciate you taking the time to review my application for the position of rep-customer service rep.

Sincerely,

Quinn Turner