

Rep-Customer Service Rep Cover Letter

45347 Brian VillagesJordanburgh, PA 44792-6463

Dear Baylor West,

In response to your job posting for rep-customer service rep, I am including this letter and my resume for your review.

In the previous role, I was responsible for adequate direction/guidance to employees regarding location of relevant documentation on the employee portal and NM websites.

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

- Analytical and problem solving skills assuming responsibility and taking ownership until resolution achieved
- Learning style that can adapt quickly to meet the needs of the business
- Bilingual French/English applicants will be given preference
- Experienced with GUI based ERP systems (preferred SAP)
- Comfortable in business settings and negotiations with personnel ranging from technicians/mechanics to Executives
- Proficient in Windows Office based applications
- Demonstrated positive attitude and uncompromising regard for exceptional customer service
- Proficient in the use of the company's computer system, especially Order Processing

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

Sincerely,

Tatum Kessler