

Rep-Customer Service Rep Cover Letter

6249 McCullough ForgePort Edelmira, UT 93600

Dear Max Reichert,

Please consider me for the rep-customer service rep opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for timely and accurate guidance and service for a variety of products, policies, and programs.

Please consider my experience and qualifications for this position:

- Grade 1 ACI Certification preferred
- Work requires knowledge of assigned products and the understanding of Company plant operations processes and procedures, material suppliers, operations and customer job site requirements
- Work requires good communication skills both verbal and written with preferred bilingual abilities
- Intermediate fluency in English
- Knowledge of SAP and Microsoft
- Knowledge of MS Office Outlook, Excel and Word
- Demonstrates proficiency and complete utilization of CRM
- Mastered knowledge about Company products and services

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

Sincerely,

Reese Collins