

Rep-Customer Service Rep Cover Letter

47100 Bee DriveJenkinsburgh, CO 22926-0654

Dear Lennon Abshire,

I would like to submit my application for the rep-customer service rep opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for support to the Missile Systems & Advanced Programs (MS&AP) Huntsville leadership team to plan and execute special projects and briefings that involve the MS&AP VP, Huntsville Site Director, Human Resources, Business Development, Chief Engineer, and Program Integration.

Please consider my qualifications and experience:

- Open communication with the client at all times
- Jamaica station-ensure that the station is kept clean, and locked when needed
- Ensure that the Jamaica route is on schedule at all times
- Previous office environment experience in sales, customer service or marketing support
- Energetic and shows initiative
- Identify and resolve issues in timely professional manner
- Prefer strong working knowledge of PC for Windows, Microsoft Office (Excel, Word and PowerPoint), Internet, email and SAP enterprise resource planning software
- Highly self-motivated with fantastic work ethic

Thank you for taking your time to review my application.

Sincerely,

Greer Bailey