

Rep-Customer Service Rep Cover Letter

3031 Jessie Street West Georgiannaview, WV 07921

Dear Robin Keeling,

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 leadership to ensure effective, efficient office operations, optimizing performance and continually improving quality outcomes in a vastly changing health care environment.

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

- Experience managing customer portals preferred
- Demonstrates customer account ownership
- Fluent in English language, both oral and written communication
- Identifies and resolves problems quickly and accurately
- High level of accuracy with attention to detail and organization
- Basic understanding of U.S. Export requirements (EAR and ITAR) preferred
- Background in lean or six sigma preferred
- Placing ordering parts on a dealers behalf

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Shiloh Nicolas