

Rep, Customer Service Cover Letter

795 Nestor PortsPort Thaddeus, IL 32408

Dear Lennon Homenick,

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

Previously, I was responsible for second level support on a variety of PC applications software and hardware, which typically include: Microsoft Office products, Outlook, Internet Explorer, Chrome, Firefox, Active Directory/Exchange user based, other network applications, printers and laptops.

Please consider my experience and qualifications for this position:

- Accurately update/maintain the Galahad system
- Work with operations, co-workers, scheduling, measurement, inspectors, and customers to reconcile custody transfer volumes
- Completes month-end-close to provide timely information to accounting for billing, and to customers for their month-end-close
- Responds to requests for product throughput analysis from various departments and customers
- Previous experience in a fast-paced Customer Service environment preferred
- Should understand supply chain interfaces thoroughly in order to identify issues and engage internal resources as appropriate to meet the changing needs of our customers
- Demonstrated intermediate computer skills in spreadsheets and word processing software
- Demonstrated abilities to be self-motivated and work well under pressure

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Brooklyn Morar