

Rep, Customer Service Cover Letter

744 Stefan VistaTyramouth, AL 98552-5754

Dear Zion Medhurst,

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

In the previous role, I was responsible for first line of support to job applicants/candidates and SJMCH hiring managers by answering basic questions related to HR function, job application/hiring process, policies, procedures and practices.

Please consider my experience and qualifications for this position:

- Review, analyze, report order history and applicable discounts
- Computer skills (Word, Excel, Office) - programs that will be used day to day
- Personal laptop/PC is preferred
- Point of contact for customer projects, specific needs, on-site meetings, job site issues, and administrative processes for assigned customers
- Coordinates internal resources, Sales, Orders, Technical Services, Scheduling and Credit and Collections
- Services assigned and unassigned customers with concrete delivery scheduling, jobsite issues, resource dispatching and account issues
- Develops and maintains relationships with assigned customer accounts
- Creates and processes job reports for assigned projects, including all mix design submittals

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

Sincerely,

Ari Reinger