

Service Clerk Cover Letter

9272 Wiley UnionsNorth Glen, AZ 72499-1451

Dear Emery Brown,

I submit this application to express my sincere interest in the service clerk position.

Previously, I was responsible for explanation to field associates and policyowners on company procedures, underwriting action, products sold and use of forms.

Please consider my qualifications and experience:

- Document customer issues and resolutions in comment section of repair orders or the consumer feedback database according to guidelines
- Maintain our strict sanitation standards
- Shops the competition to become familiar with commercial sector retail store sales events, policies, best practices
- Takes special orders for merchandise not formally stocked at the Navy Exchange
- Pull merchandise from check stand ("go backs") and return it to the proper shelf
- Assist customers with their accounts
- Process orders for customers
- Assist managers with special projects

I really appreciate you taking the time to review my application for the position of service clerk.

Sincerely,

Emery Reilly